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#1
9/18/02

Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 409
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine/>

SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, September 18, 2002

4:00 p.m.

City Hall, Room 406

DOCUMENTS DEPT

SEP 11 2002

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Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Call to Order

Roll Call

Agenda Changes

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 244.

1. Approval of minutes of April 23, 2002 of the Proposed Amendments to the Sunshine Ordinance Ad Hoc Committee. (action item)
2. Mission Statement and Work Program. (action item)
3. Orders of Determination. (discussion and possible action item)
4. Regular date and time of Committee meetings.
5. Public comment.
6. Committee Member items

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|---|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE DOCUMENTS DEPT.

MINUTES*

OCT 11 2002

**Wednesday, September 18, 2002
4:00 p.m., City Hall, Room 406**

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Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Roll Call: All present (Knee entered at Item 2)

Note: First name after item indicates Member making motion; second name indicates Member seconding motion. All motions passed unanimously except as noted.

1. Approval of minutes of April 23, 2002 of the Proposed Amendments to the Sunshine Ordinance Ad Hoc Committee.

Minutes approved. (Nickliss/Sterner) (Knee absent)

2. Mission Statement and Work Program.

Mission Statement and Work Program approved as attached.

3. Orders of Determination.

Suggestion was made to include on all Orders of Determinations: After 30 days the Order of Determination will be reviewed by the Compliance and Amendments Committee for compliance.

4. Regular date and time of Committee meetings.

Second Wednesdays, 3:30 p.m., decided for regular meetings.

5. Public comment.

No public comment.

6. Committee Member items.

Member Nickliss requested the Committee work on follow-up.

The meeting adjourned at 5:30 p.m.

Donna L. Hall, Administrator

*The 9/18/02 minutes of the Compliance and Amendments Committee have been audio taped and are on file in the office of the Sunshine Ordinance Task Force.

3/9/02
Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, October 9, 2002
3:30 p.m.
City Hall, Room 406

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Call to Order

Roll Call

Agenda Changes

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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1. Approval of minutes of September 18, 2002. (action item)
2. Orders of Determination. (discussion and possible action item)
3. Public comment.
4. Committee Member items

Adjournment

DOCUMENTS DEPT

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

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10/9/02
Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

NOV 22 2002

COMPLIANCE AND AMENDMENTS COMMITTEE

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MINUTES*

**Wednesday, October 9, 2002
3:30 p.m., City Hall, Room 406**

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Roll Call: All present

Note: First name after item indicates Member making motion; second name indicates Member seconding motion. All motions passed unanimously except as noted.

1. Approval of minutes of September 18, 2002.

Approved as amended (Mission & Work Plan). (Nickliss/Knee)

2. Orders of Determination.

Report given by Administrator

3. Public comment.

No public comment

4. Committee Member items

Request for an Ethics Commission representative to be invited to attend a committee meeting.

The meeting adjourned at 4:25 p.m.

Donna L. Hall, Administrator

*The 10/9/02 meeting of the Compliance and Amendments Committee has been audio recorded and is on file in the Sunshine Ordinance Task Force office.

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Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE & AMENDMENTS COMMITTEE
NOTICE OF CANCELLATION AND RESCHEDULING
MEETING OF

Wednesday, November 13, 2002 to

Wednesday, November 20, 2002

Posted 11-6-02

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Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE DOCUMENTS DEPT.

AGENDA

NOV 14 2002

Wednesday, November 20, 2002

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4:00 p.m. (Rescheduled from 3:30 p.m.)

City Hall, Room 406

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Call to Order

Roll Call

Agenda Changes

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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1. Approval of minutes of October 9, 2002. (action item)
2. Orders of Determination. (discussion and possible action item)
3. Public comment.
4. Committee Member items.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

Note: Time must be adhered to

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Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE
 COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES*

Wednesday, November 20, 2002
 4:00 p.m., City Hall, Room 406

DOCUMENTS DEPT.

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Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: First name after item indicates Member making motion; second name indicates Member seconding motion. All motions passed unanimously except as noted.

Roll Call: All present

1. Approval of minutes of October 9, 2002. (Nickliss/Knee)

2. Orders of Determination.

Report given by Administrator.

Patrick Monette-Shaw addressed the Committee requesting reconsideration of the Task Force October 22, 2002 Order of Determination. The Committee stated their charge was to monitor compliance of the Order of Determination.

3. Public comment.

Patrick Monette-Shaw spoke regarding \$21.7 million Aids money and contract compliance.

4. Committee Member items

Request for checklist of procedures of Compliance & Amendments Committee.

Possibly have representative from Ethics Commission and Police Department speak to the Task Force.

The meeting adjourned at 5:00 p.m.

Donna L. Hall, Administrator

*The 11/20/02 meeting of the Compliance and Amendments Committee has been audio recorded and is on file in the Sunshine Ordinance Task Force office.

12/02

Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Thursday, December 12, 2002

(Rescheduled from December 11, 2002)

3:30 p.m.

City Hall, Room 406

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Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

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Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of November 20, 2002. (action item)
2. Orders of Determination. (discussion and possible action item)
3. Representative from Ethics Commission regarding complaints forwarded to Ethics Commission. (discussion and possible action item)
4. Reconsideration of wording of Mission and Work Plan. (Alexandra Nickliss) (discussion & possible action item)
5. Discussion of possible amendment suggestions for Sunshine Ordinance Section 67.7-1. (discussion and possible action)
6. Public comment.
7. Committee Member items.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

DOCUMENTS DEPT.

MINUTES
Thursday, December 12, 2002
(Rescheduled from December 11, 2002)
3:30 p.m., City Hall, Room 406

JAN 10 2003

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Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: First name after item indicates Member making motion; second name indicates Member seconding motion. All motions passed unanimously except as noted.

Roll Call: All present

1. Approval of minutes of November 20, 2002.
Minutes approved (Knee/Nickliss)
2. Orders of Determination.
Report given by Administrator.
3. Representative from Ethics Commission regarding complaints forwarded to Ethics Commission.
Shannon Hardin and Mable Ng from the Ethics Commission spoke to the Committee regarding Ethics Commission complaint procedures.
4. Reconsideration of wording of Mission and Work Plan.

The Mission portion of the Plan was reworded as follows:

The Compliance and Amendments Committee will facilitate the complaint process of the Sunshine Ordinance Task Force by following up on and enforcing compliance with the Orders of Determination; and by considering and making recommendations to the Task Force from staff and the community for Sunshine Ordinance amendments.

5. Discussion of possible amendment suggestions for Sunshine Ordinance Section 67.7-1.

Motion adopted recommending the section for consideration of proposed amendments to the Sunshine Ordinance: (Knee/Nickliss)

Section 67.7-2

When notice is given as provided in these articles by public policy bodies other than the one listed in 67.7-1, members of the public may submit statements and/or comments as to any item listed on the agenda at a meeting of the policy body, and those statements or comments shall be placed in the public record and be subject to review and consideration by the policy body anytime before or during the hearing.

There is no requirement that the author of the statement or comment be physically present at the hearing in order for the statement or comment to be placed in the public record.

If the statement or comment is received after the hearing, it will be placed in the public record with a notation as to when it was received.

6. Public comment.

No public comment.

7. Committee Member items.

The Committee requested the Administrator prepare a draft timeline for consideration of proposed amendments to the Sunshine Ordinance.

The meeting adjourned at 4:15 p.m.

Submitted by Donna L. Hall, Administrator

*The 12/12/02 meeting of the Compliance and Amendments Committee has been audio recorded and is on file in the Sunshine Ordinance Task Force office.

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Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, January 8, 2003

3:30 p.m.

City Hall, Room 406

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of December 12, 2002. (action item)
2. Orders of Determination. (discussion and possible action item)
3. Public comment.
4. Committee Member items.

Adjournment

DOCUMENTS DEPT.

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| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

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26
03
Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

1 MINUTES*

**Wednesday, January 8, 2003
3:30 p.m., City Hall, Room 408**

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: First name after item indicates Member making motion; second name indicates Member seconding motion. All motions passed unanimously except as noted.

The meeting convened at 3:33 p.m.

Roll Call: All present

1. Approval of minutes of December 12, 2002.

Minutes approved (Knee/Nickliss)

2. Orders of Determination.

Report given by Administrator.

Motion adopted recommending that if the Administrator reconfirms between now and the meeting of the full Task Force that Mr. Cockrell is no longer interested in pursuing the complaint, that this Committee recommend to the full Task Force that they withdraw the referral to the Ethics Commission (Nickliss/Knee).

3. Public comment.

No public comment.

4. Committee Member items.

Member Sterner discussed Section 67.21(e). This issue will be placed on the Committee agenda for the next meeting.

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Member Nickliss requested that the issue of feedback from the community on issues of amendments to the Sunshine Ordinance be placed on the next Task Force agenda.

Member Knee requested that Senate Constitutional Amendment 7 be placed on the Task Force agenda.

The meeting adjourned at 3:55 p.m.

Submitted by Donna L. Hall, Administrator

*The 1/8/03 meeting of the Compliance and Amendments Committee has been audio recorded and is on file in the Sunshine Ordinance Task Force office.

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/03
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SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, February 12, 2003

3:30 p.m.

City Hall, Room 408

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 244.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of January 8, 2003. (action item)
2. Orders of Determination. (discussion and possible action item)
 - Report from Administrator
 - Referrals to Ethics Commission
3. Discussion of Sunshine Ordinance Section 67.21(e) (discussion and possible action)
4. Discussion of Sunshine Ordinance provisions regarding non-profits. (discussion and possible action item)
5. Future Committee items. (discussion item)
6. Public comment.

Adjournment

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|---|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

Note: Time must be adhered to

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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28
4/03
Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES*

Wednesday, February 12, 2003

3:30 p.m., City Hall, Room 408

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: First name after item indicates Member making motion; second name indicates Member seconding motion. All motions passed unanimously except as noted.

Roll call: All members present

1. Approval of minutes of January 8, 2003.

Minutes approved. (Knee/Nickliss)

2. Orders of Determination.

--Report from Administrator given. February 10, 2003 letter from the Board of Supervisors addressed to Michael Stoll to be forwarded to the full Task Force Meeting of February 25, 2003 for consideration

Public comment from Jason Grant Garza regarding lack of follow-through on Orders of Determination.

--Referrals to Ethics Commission: The Committee recommended a letter be sent to the Ethics Commission over Chair Koltun's name expressing concern regarding the lag time between the time complaints are sent to the Ethics Commission and a response from the Ethics Commission.

3. Discussion of Sunshine Ordinance Section 67.21(e)

No recommendations for changes.

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4. Discussion of Sunshine Ordinance provisions regarding non-profits.

Public comment from Doug Comstock regarding non-profits that fall under the non-profit ordinance. Feedback to be requested from the full Task Force.

5. Future Committee items.

None.

6. Public comment.

Public comment from Jason Grant Garza expressing concern of the lack of compliance enforcement.

The meeting adjourned at 4:30 p.m.

Submitted by Donna L. Hall, Administrator

*The 2/12/03 meeting of the Compliance and Amendments Committee has been audio recorded and is on file in the Sunshine Ordinance Task Force office.

8/03
Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE

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COMPLIANCE AND AMENDMENTS COMMITTEE

MAR 14 2003

AGENDA

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SPECIAL MEETING

Tuesday, March 18, 2003

3:30 p.m. City Hall, Room 408

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of February 12, 2003. (action item)
2. Orders of Determination. (discussion and possible action item)
 - Report from Administrator
 - Referrals to Ethics Commission
3. Discussion regarding passive meetings as outlined in the Sunshine Ordinance. (discussion and possible action)
4. Discussion regarding possibility of including standing committees under Sunshine Ordinance. (discussion and possible action)
5. Discussion regarding penalties for non-compliance of Sunshine Ordinance. (discussion and possible action)
6. Future Committee items. (discussion item)
7. Public comment.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|---|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

Note: Time must be adhered to
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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

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COMPLIANCE AND AMENDMENTS COMMITTEE

MAY 9 2003

MINUTES***SPECIAL MEETING****Tuesday, March 18, 2003**SAN FRANCISCO
PUBLIC LIBRARY**3:30 p.m., City Hall, Room 408****Committee Members:** Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: First name after item indicates Member making motion; second name indicates Member seconding motion. All motions passed unanimously except as noted.

Roll call: All members present

1. Approval of minutes of February 12, 2003. Minutes approved. (Nickliss/Knee)

2. Orders of Determination.

--Report from Administrator given.

--Referrals to Ethics Commission. Deputy City Attorney, Ernest Llorente, reported that Robert Planthold was elected chair to the Ethics Commission and recommended a meeting be set up with Mr. Planthold, Mr. Llorente, Ms. Hall, and Chair Koltun to discuss concerns with the lag time of responses from the Ethics Commission on Sunshine referrals.

3. Discussion regarding passive meetings as outlined in the Sunshine Ordinance.

Public comment from Sue Cauthen who recommended that the Sunshine Ordinance be amended to require that passive meeting bodies abide by open meeting laws. Sue Cauthen will bring back specific details of how the Sunshine Ordinance could be amended to include passive meeting bodies. This item to be discussed in more detail next month.

4. Discussion regarding possibility of including standing committees under Sunshine Ordinance.

Motion that this Committee recommend to the Sunshine Ordinance Task Force that Chair Koltun write a letter to the Recreation and Park Department requesting that their Standing Committees take meeting minutes and request a response by a certain date. (Nickliss/Knee)

5. Discussion regarding penalties for non-compliance of Sunshine Ordinance. (discussion and possible action)

Member Nickliss will draft ideas in consultation with Deputy City Attorney Lorente of how the Sunshine Ordinance can be amended to develop penalties for non-compliance and will discuss this issue at the next Committee meeting.

6. Future Committee items. None
7. Public comment. No public comment.

The meeting adjourned at 4:55 p.m.

Submitted by Donna L. Hall, Administrator

*The 3/18/03 meeting of the Compliance and Amendments Committee has been audio recorded and is on file in the Sunshine Ordinance Task Force office.

Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
 COMPLIANCE AND AMENDMENTS COMMITTEE**

AGENDA

Wednesday, April 9, 2003
 3:30 p.m.
 City Hall, Room 406

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of March 18, 2003. (action item)
2. Orders of Determination. (discussion and possible action)
3. Discussion regarding possible amendments to the Sunshine Ordinance and procedures to use to gather information. Representative from Public Ethics Commission, Oakland. (discussion item)
4. Discussion regarding passive meetings as outlined in the Sunshine Ordinance. (discussion and possible action item)
5. Public comment.
6. Future Committee items.

Adjournment

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | |
|--|----------------------|
| 1. Complainant presents his/her facts and evidence | 5 minutes |
| 2. Other parties present facts and evidence | 5 minutes each party |
| 3. City responds | 5 minutes |
| 4. Complainant presents rebuttal | 3 minutes |
| 5. Public comment | |
| 6. Matter is with the Task Force for discussion and deliberation | |
| 7. Vote by Task Force | |

Note: Time must be adhered to

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Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

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MINUTES

Wednesday, April 9, 2003
3:30 p.m.
City Hall, Room 406

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

The meeting was cancelled due to a lack of quorum.

Donna L. Hall, Administrator

08.26
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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
RESCHEDULED MEETING
(from 5-14-03 to 5-6-03)**

AGENDA

Tuesday, May 6, 2003
4:00 p.m.
City Hall, Room 406

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Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of March 18, 2003 (action)
2. Representative from Public Ethics Commission, Oakland, regarding possible amendments to the Sunshine Ordinance and procedures to us to gather information (discussion)
3. Report on Orders of Determination (discussion and possible action)
4. Discussion of possible amendments to the Sunshine Ordinance (discussion and possible action)
 - a. Wording regarding renewal of contract in sole source Section 67.24. (e) (3) (iii)
 - b. Require the taking of minutes in subcommittees of commissions
 - c. Non-profit requirements
 - d. Penalties for non-compliance
 - e. Terms of Task Force members
 - f. Letter from Steve Lawrence
5. Possible dates for community meetings (discussion and possible action)

6. Public comment
7. Time of Committee meeting (action)
8. Future Committee items

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | |
|--|----------------------|
| 1. Complainant presents his/her facts and evidence | 5 minutes |
| 2. Other parties present facts and evidence | 5 minutes each party |
| 3. City responds | 5 minutes |
| 4. Complainant presents rebuttal | 3 minutes |
| 5. Public comment | |
| 6. Matter is with the Task Force for discussion and deliberation | |
| 7. Vote by Task Force | |

Note: Time must be adhered to

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
RESCHEDULED MEETING
(from 5-14-03 to 5-6-03)**

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JUN 6 2003

MINUTES*

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Tuesday, May 6, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

The meeting was called to order at 4:00 p.m.

All members present.

1. Approval of minutes of March 18, 2003. Minutes approved. (Nickliss/Knee)
2. Representative from Public Ethics Commission, Oakland, regarding possible amendments to the Sunshine Ordinance and procedures to us to gather information.

Daniel Purnell, Executive Director of the Oakland Public Ethics Commission discussed Oakland's enforcement provisions of the Sunshine Ordinance and educating and training City employees on how to respond to public record requests.

3. Report on Orders of Determination.

Report from Administrator Donna Hall.

4. Discussion of possible amendments to the Sunshine Ordinance.

- a. Wording regarding renewal of contract in sole source Section 67.24. (e) (3) (iii).

Deputy City Attorney Llorente will report at the next Compliance and

Amendments Committee meeting about Section 67.24. (e) (3) (iii) language and why there is an interpretation restricting and limiting to new contracts.

- b. Require the taking of minutes in subcommittees of commissions.

Deputy City Attorney Llorente will draft language amending Sunshine Ordinance Section 67.16 Minutes to require taking of minutes in subcommittees of commissions to review at the next Compliance and Amendments Committee meeting.

- c. Non-profit requirements.

The Administrator will research the number of non-profits, agenda topics, and structure for a future public hearing.

This Committee to make a report to the Sunshine Ordinance Task Force about holding a public hearing regarding amendments to Administrative Code Section 12L (Nonprofits) and request input on agenda topics.

- d. Penalties for non-compliance.

Continued to the next meeting in June.

- e. Terms of Task Force members.

The Administrator will make a future recommendation about staggering the appointment terms of Sunshine Task Force Members with the next election of members in May 2004.

- f. Letter from Steve Lawrence.

The Administrator to write a letter to Mr. Lawrence advising him of the provisions of Sunshine Ordinance Section 67.21L and request his comments on improvements to the Ordinance.

- 5. Possible dates for community meetings.

This Committee to issue a report at the next Sunshine Task Force Meeting asking for input from members and the public on issues for community meetings and then set up a timetable of meetings. The Public Education and Information Committee would be enrolled in the task of publicly announcing and setting up the meetings.

- 6. Public comment.

No public comment.

7. Time of Committee meeting.

A meeting time of the second Wednesday of every month at 4:00 p.m. was established.

8. Future Committee items.

None

The meeting adjourned at 5:38 p.m.

Donna L. Hall, Administrator

*The May 6, 2003 Compliance and Amendments Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

88.28
6/3/03
rescheduled

Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
RESCHEDULED MEETING
(from 6-11-03 to 6-3-03)**

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MAY 30 2003

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AGENDA

Tuesday, June 3, 2003
4:00 p.m.
City Hall, Room 406

Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of May 6, 2003 (action)
2. Report on Orders of Determination and requests from Committee (discussion and possible action)
3. Discussion of possible amendments to the Sunshine Ordinance (discussion and possible action)
 - a. Require the taking of minutes in subcommittees of commissions
 - b. Non-profit requirements
 - c. Penalties for non-compliance
 - d. Listing of compiled possible amendments
4. Possible dates for community meetings (discussion and possible action)
5. Public comment
6. Future Committee items (discussion)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | |
|--|----------------------|
| 1. Complainant presents his/her facts and evidence | 5 minutes |
| 2. Other parties present facts and evidence | 5 minutes each party |
| 3. City responds | 5 minutes |
| 4. Complainant presents rebuttal | 3 minutes |
| 5. Public comment | |
| 6. Matter is with the Task Force for discussion and deliberation | |
| 7. Vote by Task Force | |

Note: Time must be adhered to

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
RESCHEDULED MEETING
(from 6-11-03 to 6-3-03)**

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MINUTES*

JUL 11 2003

Tuesday, June 3, 2003
4:00 p.m.
City Hall, Room 406

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Committee Members: Heather Sterner, Chair, Richard Knee, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order

The meeting was called to order at 4:06 p.m.

Roll Call: Present: Sterner, Knee (entered meeting during item 2), Nickliss

1. Approval of minutes of May 6, 2003.

Minutes approved. (Nickliss/Sterner) (Knee Absent)

2. Report on Orders of Determination and requests from Committee.

Member Knee entered the meeting during this item.

A written report prepared by Administrator Donna Hall was submitted at the meeting.

3. Discussion of possible amendments to the Sunshine Ordinance.

a. Require the taking of minutes in subcommittees of commissions

Deputy City Attorney Llorente presented a memorandum proposing amendments to the language in Administrative Code Section 67.16 Minutes. Revisions will be made at the request of Committee members and brought

back to the next meeting.

b. Non-profit requirements

A discussion was held regarding expanding Section 12L to include all non-profit organizations. Discussion will be continued to the next meeting.

c. Penalties for non-compliance

Member Nickliss gave a report on penalties for non-compliance. Discussion will be continued to the next meeting.

d. Listing of compiled possible amendments

Deputy City Attorney Llorente will bring back to the next meeting proposed language for suggested amendments as discussed at this meeting.

4. Possible dates for community meetings

Member Knee recommended (1) putting together issues to discuss at community meetings after consultation with the Ethics Department; (2) putting together a package of information that could be presented to attendees at the meetings before setting meeting dates; and (3) evening and weekend meeting dates.

5. Public comment

No Public Comment

6. Future Committee items

Deputy City Attorney Llorente will present statutory language regarding sections listed in Items 3 a and d for the next Compliance and Amendments Committee meeting.

The meeting adjourned at 5:36 p.m.

Submitted by Donna L. Hall, Administrator

*The June 3, 2003 Compliance and Amendments Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.



SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, July 9, 2003
4:00 p.m.
City Hall, Room 406

Committee Members: Richard Knee, Chair, Joshua Koltun, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of June 3, 2003 (action)
2. Report on Orders of Determination and requests from Committee (discussion and possible action)
3. Discussion of possible amendments to the Sunshine Ordinance (discussion and possible action)
4. Possible dates for community meetings (discussion and possible action)
5. Public comment
6. Future Committee items (discussion)

Adjournment

DOCUMENTS DEPT

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | |
|--|----------------------|
| 1. Complainant presents his/her facts and evidence | 5 minutes |
| 2. Other parties present facts and evidence | 5 minutes each party |
| 3. City responds | 5 minutes |
| 4. Complainant presents rebuttal | 3 minutes |
| 5. Public comment | |
| 6. Matter is with the Task Force for discussion and deliberation | |
| 7. Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force



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San Francisco 94102-4689
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TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES*

DOCUMENTS DEPT.

Wednesday, July 9, 2003
4:00 p.m.
City Hall, Room 406

AUG 18 2003

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Committee Members: Richard Knee, Chair, Joshua Koltun, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order

The meeting was called to order at 4:00 p.m.

Roll Call: Present: Knee, Nickliss; Absent: Koltun

1. Approval of minutes of June 3, 2003.

Minutes approved. (Nickliss/Knee) (Koltun Absent)

2. Report on Orders of Determination and requests from Committee.

Report from Administrator Donna Hall.

Committee Chair Knee requested that the Elections Department be contacted as to an estimated timeframe to provide the requested information to Mr. Stoll.

3. Discussion of possible amendments to the Sunshine Ordinance.

Deputy City Attorney Ernest Llorente prepared draft language for possible amendments to the Sunshine Ordinance that his supervisor is in the process of reviewing. Committee Chair Knee requested that the draft language be emailed or faxed to Committee members. Committee Member Nickliss requested draft language on penalties for non-compliance. Continued to the next meeting in August.

4. Possible dates for community meetings.

Committee Chair Parker of the Public Education and Information Committee in conjunction with this Committee to set up dates and organizations to meet with over the next year. Continued to the next meeting in August.

Public comment from Ms. Lurilla Harris requesting that the subject matter to be discussed be included as part of the agenda for future Committee meetings.

5. Public comment.

No public comment.

6. Future Committee items.

Ballot deadlines for the Department of Elections and Board of Supervisors.

Draft language for possible amendments to the Sunshine Ordinance.

Discussion on possible dates, organizations, and process for community meetings.

Adjournment: The meeting adjourned at 4:22 p.m.

Donna L. Hall, Administrator

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

AGENDA

Wednesday, August 13, 2003
4:00 p.m.
City Hall, Room 406

Committee Members: Richard Knee, Chair, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of July 9, 2003 (action).
2. Report on Orders of Determination and requests from Committee (discussion and possible action).
3. Discussion of possible amendments to the Sunshine Ordinance (discussion and possible action).
4. Possible dates and places for community meetings (discussion and possible action).
5. Public comment.
6. Future Committee items (discussion).

Adjournment

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | |
|--|----------------------|
| 1. Complainant presents his/her facts and evidence | 5 minutes |
| 2. Other parties present facts and evidence | 5 minutes each party |
| 3. City responds | 5 minutes |
| 4. Complainant presents rebuttal | 3 minutes |
| 5. Public comment | |
| 6. Matter is with the Task Force for discussion and deliberation | |
| 7. Vote by Task Force | |

Note: Time must be adhered to if a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES*

DOCUMENTS DEPT.

Wednesday, August 13, 2003
4:00 p.m., City Hall, Room 406

SEP 15 2003

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Committee Members: Richard Knee, Chair, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order

Roll Call: All present

1. Approval of minutes of July 9, 2003. Minutes approved (Knee/Nickliss)

2. Report on Orders of Determination and requests from Committee.

Report given. Administrator to report to members regarding the Cockrell Order of Determination.

3. Discussion of possible amendments to the Sunshine Ordinance. Listing to be distributed at the next meeting.

4. Possible dates and places for community meetings.

Compliance & Amendments Committee to work with Public Education & Information Committee to set dates and times and places for community meetings to discuss possible amendments to the Sunshine Ordinance.

5. Public comment. No public comment.

6. Future Committee items. None

The meeting adjourned at 4:40 p.m. Submitted by Donna L. Hall, Administrator

*The August 13, 2003 Compliance & Amendments Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

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SEP - 3 2003

AGENDA

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Wednesday, September 10, 2003
4:00 p.m.
City Hall, Room 406

Committee Members: Richard Knee, Chair, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of August 13, 2003 (action).
2. Report on Orders of Determination and requests from Committee (discussion and possible action).
3. Discussion of public hearing before the Ethics Commission regarding procedures for screening and training applicants to City commissions and at-will employment (discussion and possible action).
4. Discussion of possible amendments to the Sunshine Ordinance (discussion and possible action).
5. Possible dates and places for community meetings (discussion and possible action).
6. Public comment.
7. Future Committee items (discussion).

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 1. Complainant presents his/her facts and evidence | 5 minutes |
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| 3. City responds | 5 minutes |
| 4. Complainant presents rebuttal | 3 minutes |
| 5. Public comment | |
| 6. Matter is with the Task Force for discussion and deliberation | |
| 7. Vote by Task Force | |

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES*

DOCUMENTS DEPT.

Wednesday, September 10, 2003
4:00 p.m., City Hall, Room 406

OCT 24 2003

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Committee Members: Richard Knee, Chair, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order

The meeting convened at 4:00 p.m.

Roll Call: All present

1. Approval of minutes of August 13, 2003. Minutes approved (Nickliss/Knee)
2. Report on Orders of Determination and requests from Committee.

Report given.

Public comment from Sue Cauthen regarding the Library's non-compliance with the Order of Determination on her complaint.

The Task Force Administrator will send a letter to Mr. Housh of the Library and request a formal response regarding the Order of Determination.

This item is to be scheduled for the next Compliance and Amendments Committee meeting.

3. Discussion of public hearing before the Ethics Commission regarding procedures for screening and training applicants to City commissions and at-will employment.

The Task Force Administrator will ask the Sunshine Task Force members if they attended the public hearing to prepare a written report for the Task Force members.

4. Discussion of possible amendments to the Sunshine Ordinance.

Deputy City Attorney Llorente handed out a memorandum dated September 10, 2003 regarding discussion points for proposed amendments.

Discussion for the next Compliance and Amendments Committee meeting: (1) memorandum on proposed amendments; (2) amendments regarding non-profits that may have influence over City agencies because they provide funding; and (3) off-site meeting requirements. The Task Force Administrator will invite Mr. Jim Chappell of the San Francisco Planning and Urban Research Associates to discuss off-site meetings.

Public comment from Sue Cauthen regarding non-profits funding requirements, off-site meeting requirements, and Mr. Chappell's request to be noticed for all future meetings.

Member Nickliss recommended that subsequent drafts of proposed amendments should include changing the name of the Sunshine Ordinance Task Force to the Open Government Commission.

5. Possible dates and places for community meetings.

The Task Force Administrator handed out a list of possible groups to invite to community meetings and possible dates for meetings.

Other groups were added to the contact list as follows:

- Carolyn Knee, San Franciscans for Sunshine
- Non-profit organizations
- Green Party County Council
- The Reform Party
- The American Independent Party

A recommendation was made to hold four meetings, one every two months between September and March.

Public comment from Sue Cauthen regarding her position as volunteer community liaison representative and recommended inviting groups that she has had contact with to the community meetings.

Deputy City Attorney Llorente recommended notifying the friends of every department.

6. Public comment. No public comment.

7. Future Committee items. No additional items were discussed. The next regular

meeting is scheduled for October 13, 2003, 4:00 p.m.

The meeting adjourned at 5:05 p.m. Submitted by Donna L. Hall, Administrator

*The September 10, 2003 Compliance & Amendments Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

OCT - 1 2003

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AGENDA

Wednesday, October 8, 2003
4:00 p.m.
City Hall, Room 406

Committee Members: Richard Knee, Chair, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of September 10, 2003. (action)
2. Report on Orders of Determination and requests from Committee. (discussion and possible action)
3. Discussion of possible amendments to the Sunshine Ordinance. (discussion and possible action)
 - A. Deputy City Attorney draft memorandum on proposed amendments.
 - B. Amendment regarding non-profits that may have influence over City agencies because they provide funding.
 - C. Off-site meeting requirements.
4. Possible dates and places for community meetings. (discussion and possible action)
5. Public comment.
6. Future Committee items. (discussion)

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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- | | | |
|----|---|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

Note: Time must be adhered to
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City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco 94102-4689

Agenda

**NOTICE OF PUBLIC HEARING
SPECIAL MEETING BEFORE THE
COMPLIANCE & AMENDMENTS COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

Wednesday, October 15, 2003
7:30 p.m., Bayview Opera House
4705 Third Street
San Francisco

A public hearing will be held before the Compliance & Amendments Committee of the Sunshine Ordinance Task Force on Wednesday, October 15, 2003, 7:30 p.m., at the Bayview Opera House, 4705 Third Street, San Francisco, for the purpose of:

Hearing and receiving comments from the community regarding possible amendments to the City/County of San Francisco Sunshine Ordinance (Administrative Code Section 67).

The current Sunshine Ordinance was passed by the voters in 1999 as Proposition G, which strengthened the public's right of access to public meetings of city boards and commissions, and the public's right to view and copy public records of city departments and policy bodies.

Persons interested in submitting comments may do so at the public hearing, or at any regular meeting of the Sunshine Ordinance Task Force or the Compliance & Amendments Committee; or by mail to the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; or by email to the Task Force Administrator, Donna.Hall@sfgov.org.

Agendas and minutes of all meetings of the Sunshine Ordinance Task Force and its committees are at www.sfgov.org/sunshine.

Similar public hearings are planned for November 2003, January 2004 and February 2004. Dates, times and places are to be announced.

Donna L. Hall, Administrator
Sunshine Ordinance Task Force

**PLEASE WIDELY CIRCULATE THIS NOTICE OF PUBLIC HEARING
TO YOUR FRIENDS, NEIGHBORS, CONSTITUENTS**



City Hall
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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES*

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Wednesday, October 15, 2003
7:30 p.m., Bayview Opera House
4705 Third Street, San Francisco

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Committee Members: Richard Knee, Chair, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order

Roll Call: All present

Hearing and receiving comments from the community regarding possible amendments to the City/County of San Francisco Sunshine Ordinance (Administrative Code Section 67).

Comments from:

Steve Cockrell regarding Section 67.9 regarding agendas and documents; public comment redacting; handbook for citizen advisory committees; list of departments that are in violation of Sunshine Ordinance; Section 67.30 (c) regarding reporting to Board of Supervisors (see attached submitted statement).

Jeffrey Shaw regarding Section 67.24 (e) (1) regarding choosing contractors and language of contracts, RFP's; requesting community input at RFP process.

Marjorie Ann Williams regarding posting of notices; changing threshold of non-profits from \$250,000 to \$100,000; non-compliance from departments of Sunshine Ordinance Task Force Orders of Determination; changing name of task force to something stronger.

Terry Francke regarding subpoena powers of Task Force; individual privacy issues; issuing of fines; litigation by Task Force; exemplary performance awards.

The meeting adjourned at 9:20 p.m. Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
RESCHEDULED MEETING
(from 10-8-03 to 10-16-03)

Thursday, October 16, 2003

4:00 p.m.

City Hall, Room 406

Agenda

DOCUMENTS DEPT

OCT - 2 2003

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Committee Members: Richard Knee, Chair, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of September 10, 2003. (action)
2. Report on Orders of Determination and requests from Committee. (discussion and possible action)
3. Discussion of possible amendments to the Sunshine Ordinance. (discussion and possible action)
 - A. Deputy City Attorney draft memorandum on proposed amendments.
 - B. Amendment regarding non-profits that may have influence over City agencies because they provide funding.
 - C. Off-site meeting requirements.
4. Possible dates and places for community meetings. (discussion and possible action)
5. Public comment.
6. Future Committee items. (discussion)

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 1. Complainant presents his/her facts and evidence | 5 minutes |
| 2. Other parties present facts and evidence | 5 minutes each party |
| 3. City responds | 5 minutes |
| 4. Complainant presents rebuttal | 3 minutes |
| 5. Public comment | |
| 6. Matter is with the Task Force for discussion and deliberation | |
| 7. Vote by Task Force | |

Note: Time must be adhered to
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☞ **SUNSHINE ORDINANCE TASK FORCE**
COMPLIANCE AND AMENDMENTS COMMITTEE
RESCHEDULED MEETING
(from 10-8-03 to 10-16-03)

DOCUMENTS DEPT.

☞ **MINUTES***

NOV 17 2003

Thursday, October 16, 2003
4:00 p.m., City Hall, Room 406

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Committee Members: Richard Knee, Chair, Alexandra Nickliss, Garrett Jenkins

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order: The meeting convened at 4:00 p.m.

Roll Call: All present

1. Approval of minutes of September 10, 2003. Approved. (Nickliss/Jenkins)
2. Report on Orders of Determination and requests from Committee.

Task Force Chair to contact the Ethics Commission regarding the 4/02 Cockrell Order of Determination.

3. Discussion of possible amendments to the Sunshine Ordinance.

See attached Discussion Paper.

Passive meetings to be added as discussion item for next community public meeting.

Public comment from Emeric Kalman regarding making changes to the Sunshine Ordinance.

4. Possible dates and places for community meetings.

November 8, 2003, Visitacion Valley Community Center
January 28, 2004, City College, Mission Campus
February 21, 2004, location to be announced

5. Public comment. None

6. Future Committee items. None

The meeting adjourned at 5:45 p.m.

Submitted by Donna L. Hall, Administrator

SUNSHINE ORDINANCE TASK FORCE

Tel: 415 554-7724
Fax: 415 554-7854
TDD/TTY: 415 554-5227



City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco 94102-4689

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OCT 31 2003

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10-31-03A11:27 8005

Agenda
NOTICE OF PUBLIC HEARING

**SPECIAL MEETING OF THE
COMPLIANCE & AMENDMENTS COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

Saturday, November 8, 2003, from 1:30 to 3:30 p.m.
Visitation Valley Community Center
66 Raymond Street, San Francisco

The Compliance & Amendments Committee of the Sunshine Ordinance Task Force will meet in special session, as indicated above, to field public comments regarding possible amendments to the Sunshine Ordinance, San Francisco's open-meetings and public-records statute.

Examples of issues under consideration include Task Force enforcement powers, notice requirements for meetings of "passive meeting" bodies, and public access to City/County officials' and agencies' telephone records.

The Ordinance (Administrative Code Section 67) was enacted by the Board of Supervisors and Mayor Frank Jordan in 1993, and strengthened by initiative (Proposition G) in 1999. Its purpose is to ensure public access to meetings of city boards, commissions and task forces, and their committees and subcommittees, and the public's right to view and copy public records of City/County departments and policy bodies.

Comments may be submitted at the public hearing, or at any regular meeting of the Sunshine Ordinance Task Force or the Compliance & Amendments Committee; by mail to the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; or by email to the Task Force Administrator, Donna.Hall@sfgov.org.

Agendas and minutes of all meetings of the Sunshine Ordinance Task Force and its committees are at www.sfgov.org/sunshine.

Similar public hearings are planned for January 2004 and February 2004. Dates, times and places are to be announced.

Donna L. Hall, Administrator
Sunshine Ordinance Task Force

**PLEASE WIDELY CIRCULATE THIS NOTICE OF PUBLIC HEARING
TO YOUR FRIENDS, NEIGHBORS, CONSTITUENTS**

Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

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NOTES*

DEC 12 2003

Saturday, November 8, 2003
1:30 p.m., Visitacion Valley Community Center
66 Raymond Street, San Francisco

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Committee Members: Richard Knee, Chair, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order

Roll Call: Present: Knee, Nickliss. Absent: Dogwill

Hearing and receiving comments from the community regarding possible amendments to the City/County of San Francisco Sunshine Ordinance (Administrative Code Section 67).

Comments from:

Steve Cockrell regarding Sunshine Ordinance Task Force judicial procedures; jurisdictional hearings; final hearings; lack of enforcement; clarification of Sunshine Ordinance language.

John Plummer regarding problems of retrieving information from departments; index of records.

Peter Warfield regarding Sunshine Ordinance Section 67.21 (c), concerns in requesting records; documents and policies being available to the public prior to discussion and approval of the documents.

Pilar Dexter regarding safety issues.

David Parker regarding possible amendment to the Sunshine Ordinance requiring community meetings of the Task Force and the Public Education & Information Committee.

Marjorie Ann Williams thanking the Task Force for conducting these public hearings.

The meeting adjourned at 3:30 p.m. Submitted by Donna L. Hall, Administrator

*The 11/8/03 Compliance & Amendments Committee meeting has been audio recorded and is available from the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

NOV - 7 2003

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AGENDA

Wednesday, November 12, 2003
4:00 p.m., City Hall, Room 406

11-07-03P12:01 REVD

Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of notes of October 15 and minutes of October 16, 2003. (action)
2. Report on Orders of Determination and requests from Committee. (discussion and possible action)
3. Discussion of possible amendments to the Sunshine Ordinance. (discussion and possible action)
 - A. Deputy City Attorney draft memorandum on proposed amendments.
 - B. Off-site meeting requirements.
4. Ethics Commission proposal which would enable Ethics Commission to change their ordinance. (Heather Sterner) (discussion and possible action)
5. Items referred from the Task Force to the Compliance & Amendments Committee. (Sue Cauthen) (discussion and possible action)
 - A. An Overview of the Laws Governing the Conduct of Public Officials and the section on opinions by the City Attorney.
 - B. Immediate Disclosure Requests and how that can meet the next day response requirement of the Sunshine Ordinance.

6. Future dates and places for community meetings. (discussion and possible action)
7. Public comment.
8. Future Committee items. (discussion)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|---|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

Note: Time must be adhered to
if a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at Donna.Hall@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>

Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
RESCHEDULED MEETING
(from 10-8-03 to 10-16-03)**

MINUTES*

DOCUMENTS DEPT

Wednesday, November 12, 2003
4:00 p.m., City Hall, Room 406

DEC 12 2003

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Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order: The meeting convened at 4:00 p.m.

Roll Call: Present: Knee, Nickliss. Absent: Dogwill

1. Approval of minutes of October 15 and 16, 2003. Approved. (Nickliss/Knee)
(Dogwill absent)
2. Report on Orders of Determination and requests from Committee.

Task Force Chair to contact the Ethics Commission regarding the 4/02 Cockrell Order of Determination.

Peter Witt addressed the Committee regarding his Order of Determination of November 2003, stating there has been non-compliance. This item referred to the Task Force meeting of November 20, 2003.

4. Ethics Commission proposal which would enable Ethics Commission to change their ordinance.

Heather Sterner presented suggestion for possible amendment to the Sunshine Ordinance that would make it possible to amend the Sunshine Ordinance through an ordinance proposed to the Board of Supervisors from the Task Force. This item will be included in the possible amendment suggestions.

3. Discussion of possible amendments to the Sunshine Ordinance.

Discussion was held regarding the suggested amendments to the Sunshine Ordinance (see attachment).

5. Items referred from the Task Force to the Compliance & Amendments Committee.
 - A. An Overview of the Laws Governing the Conduct of Public Officials and the section on opinions by the City Attorney.
 - B. Immediate Disclosure Requests and how that can meet the next-day response requirement of the Sunshine Ordinance.

These items continued to the next meeting.

6. Future dates and places for community meetings.

January 28, 2004, City College

February 21, 2004, place to be announced.

7. Public comment. None
8. Future Committee items. None

The meeting adjourned at 5:30 p.m. in commemoration of the Freedom of Information Act.

Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

AGENDA

Wednesday, December 10, 2003
4:00 p.m., City Hall, Room 406

DOCUMENTS DEPT.

DEC - 5 2003

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Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

12-05-03A05:15 807E

Call to Order

Roll Call

Agenda Changes

1. Approval of notes of November 8 and minutes of November 12, 2003. (action)
2. Report on Orders of Determination and requests from Committee. (discussion and possible action)
--Peter Witt Order of Determination of 11/16/02
3. Thirteen complaints submitted by Complainant Dan Boreen against the San Francisco Fire Department. (discussion and action)
4. Discussion of possible amendments to the Sunshine Ordinance. (discussion and possible action)
 - A. Deputy City Attorney draft memorandum on proposed amendments.
 - B. Letter from Steve Cockrell
 - C. Off-site meeting requirements
 - D. Section 67.30 (c)
5. Items referred from the Task Force to the Compliance & Amendments Committee. (Sue Cauthen) (discussion and possible action) (continued from Oct. and Nov.)

- A. An Overview of the Laws Governing the Conduct of Public Officials and the section on opinions by the City Attorney.
- B. Immediate Disclosure Requests and how that can meet the next day response requirement of the Sunshine Ordinance.
- 6. Future dates and places for community meetings. (discussion and possible action)
- 7. Public comment.
- 8. Future Committee items. (discussion)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|---|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

Note: Time must be adhered to
if a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
MEETING**

MINUTES*

DOCUMENTS DEPT.

JAN 21 2004

Wednesday, December 10, 2003
4:00 p.m., City Hall, Room 406

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Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order: The meeting convened at 4:02 p.m.

Roll Call: Present: Knee, Dogwill, Nickliss.

1. Approval of notes of November 8 and minutes of November 12, 2003. No public comment. Approved. (Nickliss/Dogwill)
2. Report on Orders of Determination and requests from Committee.

-- Peter Witt Order of Determination of 11/16/02

Administrator Hall reported on Orders of Determination.

Peter Witt addressed the Committee regarding his Order of Determination of November 2002, stating there had been continued non-compliance by the Taxi Commission at future meetings. Mr. Witt presented a second complaint to the Committee on the same issue to be added to the original complaint.

Chairman Knee requested that Mr. Witt's complaint be scheduled for the next Compliance and Amendments Committee meeting for testimony by Mr. Witt and Ms. Little's representative from the Taxi Commission, and that equipment be set up so that the Committee may view the tape of the 12/10 Taxi Commission meeting.

3. Thirteen complaints submitted by Complainant Dan Boreen against the San Francisco Fire Department.

Dan Boreen spoke in support of his complaints against the San Francisco Fire Department.

Lorrie Kalos, San Francisco Fire Department, spoke in support of the department.

Chairman Knee requested that Mr. Boreen provides to Task Force Administrator Hall and Chief Kalos a list of the specific records that he is requesting and that the list be provided to the Committee members in their packet for the next meeting. Task Force Administrator Hall would work with Mr. Boreen and Chief Kalos to verify that all requests for records have been satisfied.

4. Discussion of possible amendments to the Sunshine Ordinance.

A. Deputy City Attorney draft memorandum on proposed amendments.

B. Letter from Steve Cockrell

C. Off-site meeting requirements

D. Section 67.30 (c)

Continued to the next Compliance and Amendments Committee meeting.

5. Items referred from the Task Force to the Compliance & Amendments Committee.

A. An Overview of the Laws Governing the Conduct of Public Officials and the section on opinions by the City Attorney.

B. Immediate Disclosure Requests and how that can meet the next day response requirement of the Sunshine Ordinance.

Task Force Administrator Hall reported that Ms. Cauthen requested that this item be continued to the next Compliance and Amendments Committee.

6. Future dates and places for community meetings.

The Wednesday, January 28, 2003, 7:30 p.m. community meeting would be held at City College Mission Campus.

The Saturday, February 21, 2003, 10:00 a.m. meeting would be held in District 5. Administrator Hall agreed to contact District 5 Supervisor Gonzalez's office for possible locations.

7. Public Comment.

Public comment from Dan Boreen addressing the conflict that exists within the City where the City Attorney's Office would be both protecting the interests of a department and at the same time insuring compliance with the Sunshine Ordinance and additional laws.

8. Future Committee items.

Conflict that exists within the City where the City Attorney's Office would be both protecting the interests of a department and at the same time insuring compliance with the Sunshine Ordinance and additional laws.

Continued items from this meeting.

Amendments to the Sunshine Ordinance as it refers to:

- Where the monies from civil penalties and fines would be directed to; and
- .If a statute of limitations is needed.

The meeting adjourned at 5:20 p.m.

Submitted by Donna L. Hall, Administrator



SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

JAN - 9 2004

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AGENDA

Wednesday, January 14, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of notes of December 10, 2003. (action)
2. Administrator's report on Orders of Determination and requests from Committee. (discussion and possible action)
 - Peter Witt Order of Determination of 11/26/02
 - Progress of Dan Boreen complaints following Order of Determination
3. Progress report regarding amendments to the Sunshine Ordinance. (discussion and possible action)
4. Items referred from the Task Force to the Compliance & Amendments Committee. (Sue Cauthen) (discussion and possible action) (continued from Oct, Nov, Dec.)
 - A. An Overview of the Laws Governing the Conduct of Public Officials and the section on opinions by the City Attorney.
 - B. Immediate Disclosure Requests and how that can meet the next day response requirement of the Sunshine Ordinance.
5. Future dates & places for community meetings. (discussion and possible action)
6. Public comment.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|---|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties present facts and evidence | 5 minutes each party |
| 3. | City responds | 5 minutes |
| 4. | Complainant presents rebuttal | 3 minutes |
| 5. | Public comment | |
| 6. | Matter is with the Task Force for discussion and deliberation | |
| 7. | Vote by Task Force | |

Note: Time must be adhered to
if a speaker is interrupted by questions, the interruption does not count against his/her time.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

DOCUMENTS DEPT.

MINUTES*

FEB 17 2004

Wednesday, January 14, 2004
4:00 p.m., City Hall, Room 406

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Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order: The meeting convened at 4:07 p.m.

Roll Call: Present: Knee, Nickliss; Absent: Dogwill.

1. Approval of notes of December 10, 2003.

Minutes approved. (Nickliss/Knee)

2. Administrator's report on Orders of Determination and requests from Committee.

--Peter Witt Order of Determination of 11/26/02

--Progress of Dan Boreen complaints following Order of Determination

Administrator Hall reported on Orders of Determination.

Peter Witt spoke in support of his complaint. Video tapes of Taxi Cab Commission meetings were shown to support allegations of Mr. Witt's complaint.

Motion adopted requesting that the Administrator prepare a letter to the Taxi Commission voicing concerns of the Compliance and Amendments Committee in regards to Mr. Witt's complaint about his speaking time and violations of the Sunshine Ordinance. (Nickliss/Knee)

Public comment from Lurilla Harris requesting that the letter to the Taxi Commission include a request to take account of Mr. Witt's correspondence as a public record.

4. Items referred from the Task Force to the Compliance & Amendments Committee.

(Sue Cauthen) (continued from Oct, Nov, Dec.)

- A. An Overview of the Laws Governing the Conduct of Public Officials and the section on opinions by the City Attorney.

Sue Cauthen agreed to send a memorandum to the Compliance and Amendments Committee regarding her concerns on this issue. Continuance to the next meeting was recommended.

- B. Immediate Disclosure Requests and how that can meet the next day response requirement of the Sunshine Ordinance.

Sue Cauthen requested that a letter be sent to the San Francisco Public Library stating that sending out responses by mail to Immediate Disclosure Requests does not meet the next day response requirement of the Sunshine Ordinance; and to (2) change the Ordinance to state that Immediate Disclosure Requests should have a response in the hands of the requester by the next business day.

Deputy City Attorney Llorente stated that an amendment had been drafted to address Immediate Disclosure Requests, Section 67.25(b). It was decided to address this issue by an amendment to the Sunshine Ordinance.

3. Progress report regarding amendments to the Sunshine Ordinance.

The Committee agreed to present amendments to the full Task Force at their March meeting. Administrator Hall would report back on the timeline required for submitting initiatives to the Board of Supervisors and the Department of Elections for the November 2004 ballot.

Deputy City Attorney would be drafting language to bring to the next Compliance and Amendments Committee meeting on (1) where monies from civil penalties would be directed to, and (2) statute of limitations on filing of complaints.

It was agreed that Section 67.30(c) be changed to add the word "to" between the words "body" and "schedule".

5. Future dates & places for community meetings.

January 28, 2004 meeting is to be held at the Horace Mann Middle School.

February 21, 2004 meeting is to be held at the Park Branch Library at 1833 Page Street from 10:00 a.m. to 12:00 noon.

A meeting would be held the first Wednesday in March at City Hall from 7:30 – 9:30 p.m.

Member Knee recommended that the March regular meeting of the Compliance and Amendments Committee include the full Task Force for the purpose of discussing the draft amendments to the Sunshine Ordinance and agreeing on language to take to the full Task Force for its subsequent meeting. One of the meetings would be held at 4:00 and the other at 4:05 because of quorum issues. All amendments to the Ordinance would be available at the March meeting.

6. Public comment.

No public comment.

The meeting adjourned at 5:59 p.m.

Submitted by Donna L. Hall, Administrator

*The January 14, 2004 Compliance & Amendments Committee meeting has been audio recorded and is available from the Sunshine Ordinance Task Force.

SUNSHINE ORDINANCE TASK FORCE

Tel: 415 554-7724
Fax: 415 554-7854
TDD/TTY: 415 554-5227



City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco 94102-4689

NOTICE OF PUBLIC HEARING

**SPECIAL MEETING OF THE
COMPLIANCE & AMENDMENTS COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

Wednesday, January 28, 2004, 7:30 p.m. – 9:30 p.m.
Horace Mann Academic Middle School
3351 23d Street, San Francisco

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JAN 14 2004

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The Compliance & Amendments Committee of the Sunshine Ordinance Task Force will meet in special session, as indicated above, to field public comments regarding possible amendments to the Sunshine Ordinance, San Francisco's open-meetings and public-records statute.

Examples of issues under consideration include Task Force enforcement powers, notice requirements for meetings of "passive meeting" bodies, and public access to City/County officials' and agencies' telephone records.

The Ordinance (Administrative Code Section 67) was enacted by the Board of Supervisors and Mayor Frank Jordan in 1993, and strengthened by initiative (Proposition G) in 1999. Its purpose is to ensure public access to meetings of city boards, commissions and task forces, and their committees and subcommittees, and the public's right to view and copy public records of City/County departments and policy bodies.

Comments may be submitted at the public hearing, or at any regular meeting of the Sunshine Ordinance Task Force or the Compliance & Amendments Committee; by mail to the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; or by email to the Task Force Administrator, Donna.Hall@sfgov.org.

Agendas and minutes of all meetings of the Sunshine Ordinance Task Force and its committees are at www.sfgov.org/sunshine.

A similar public hearing is planned for February 2004. Dates, times and places are to be announced.

Donna L. Hall, Administrator
Sunshine Ordinance Task Force

**PLEASE WIDELY CIRCULATE THIS NOTICE OF PUBLIC HEARING
TO YOUR FRIENDS, NEIGHBORS, CONSTITUENTS**

Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

NOTES*

DOCUMENTS DEPT.

FEB 17 2004

Wednesday, January 28, 2004
7:30 p.m., Horace Mann Academic Middle School
3351 23d Street, San Francisco

SAN FRANCISCO
PUBLIC LIBRARY

Committee Members: Richard Knee, Chair, Alexandra Nickliss, Nicole Dogwill

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order

Roll Call: Present: Knee, Nickliss. Absent: Dogwill

Hearing and receiving comments from the community regarding possible amendments to the City/County of San Francisco Sunshine Ordinance (Administrative Code Section 67).

Comments from:

Joseph Story regarding property designations on agendas; having master calendar printed for all public meetings.

Joseph Acosta regarding public meeting agenda standardized as to form.

Marilyn Amini regarding Sunshine Ordinance training for employees; passive meeting bodies.

David Pilpel regarding having 72 hour notice for groups that meet once a week or more than two times a month; five day requirement for groups that meet two times a month; would eliminate 15 day requirement for offsite meetings; have web sites uniform for basic information; have published public information officer; Immediate Disclosure Requirement by close of business but before 4:00 p.m.; language to assist members of the public that is uniform; clerks and public information officers to have separate training and fill out Sunshine Ordinance Declarations; master calendar with standardized format; uniformity in agenda items stating the action; standardized public comment time.

Peter Warfield regarding having three minutes for public comment; would be helpful to have all suggestions of changes to the Sunshine Ordinance; have users guide to the Sunshine Ordinance; clarification of passive meetings; clarification of submittal of 150 word document; documents discussed at a meeting should be readily available to the public; uniformity of agendas; complaint process should be much easier; public information person needs to be more than one person; post Order of Determinations on web site.

Matthew Hirsch regarding use of internet and making all sorts of files available; costs of compiling computer records; making records and meetings of non-profits publicly accessible.

The meeting adjourned at 9:30 p.m. Submitted by Donna L. Hall, Administrator

*The 1/28/04 Compliance & Amendments Committee meeting has been audio recorded and is available from the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

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<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

FEB - 5 2004

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

Wednesday, February 11, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of January 14, 2004 & January 28, 2004. (action)
2. Administrator's report on Orders of Determination and requests from community persons. (discussion and possible action)
 - Peter Witt Order of Determination of 11/26/02
 - Progress of Dan Boreen complaints following Order of Determination
 - Non-profit regulations
3. Steve Cockrell regarding Sunshine Ordinance Task Force standards and procedures. (discussion item)
4. Progress report regarding amendments to the Sunshine Ordinance. (discussion and possible action)
5. Future dates & places for public hearings pertinent to Sunshine Ordinance revisions. (discussion and possible action)
6. Public comment for items not listed on the agenda.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

- | | | |
|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES*

DOCUMENTS DEPT.

MAR 15 2004

Wednesday, February 11, 2004
4:00 p.m., City Hall, Room 406

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Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Roll Call: All present.

1. Approval of minutes of January 14, 2004 and January 28, 2004. (Nickliss/Dogwill)
2. Administrator's report on Orders of Determination and requests from Committee.

--Peter Witt Order of Determination of 11/26/02

--Progress of Dan Boreen complaints following Order of Determination

--Non-profit regulations

Motion adopted requesting Administrator Hall to draft a letter to Arriba Juntos, a non-profit organization, regarding meeting regulations. (Nickliss/Dogwill)

3. Steve Cockrell regarding Sunshine Ordinance Task Force standards and procedures.

Mr. Cockrell presented to the Committee issues and recommendations regarding standards and procedures of the Sunshine Ordinance Task Force, recommending the following:

--The Task Force should immediately begin to develop full, clear, consistent complaint procedures

--The Task Force should be replaced by an experienced judge or appropriately qualified attorney as adjudicator; Committee could act as a sounding board; Task Force also to evaluate performance of adjudicator and have power to request appointment or termination

--Meaning of jurisdiction should be clearly defined and Complaint Committee should be replaced by an experienced judge or qualified attorney ad adjudicator; Complaint Committee members might be retained as sounding board

--Institute judicial standards and procedures.

--Raise Task Force standards and procedures so that independent attorneys and law firms with a commitment to pro bono public interest work will be interest in taking Task Force cases.

--Seek the services of an independent Task Force legal counsel.

Chair Knee thanked Mr. Cockrell for his suggestions and stated the Compliance and Amendments Committee was considering all suggestions from interested persons.

4. Progress report regarding amendments to the Sunshine Ordinance.

Administrator Hall to forward all proposed amendments to Task Force members and place the proposed amendments on the Task Force web page.

5. Future dates & places for community meetings.

February 21, 2004 meeting is to be held at the Park Branch Library at 1833 Page Street from 10:00 a.m. to 12:00 noon.

A Special Task Force meeting would be held the first Wednesday in March at City Hall from 7:00 p.m. for the purpose of considering the proposed amendments.

6. Public comment.

Public comment from David Pilpel regarding the considerations for amendments to the Sunshine Ordinance, i.e., moving of sections of the Ordinance Code to place like things together; Orders of Determination possibly could go to Ethics Commission or a Civil Service Commission; Immediate Disclosure Requests most so stringent; stronger records retention policy; meetings to have capability of call-in from the public for public comment.

The meeting adjourned at 5:45 p.m.

Submitted by Donna L. Hall, Administrator

*The February 11, 2004 Compliance & Amendments Committee meeting has been audio recorded and is available from the Sunshine Ordinance Task Force.

Tel: 415 554-7724
Fax: 415 554-7854
TDD/TTY: 415 554-5227



City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco 94102-4689

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NOTICE OF PUBLIC HEARING

FEB - 5 2004

**SPECIAL MEETING OF THE
COMPLIANCE & AMENDMENTS COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE**

SAN FRANCISCO
PUBLIC LIBRARY

Saturday, February 21, 2004, 10:00 a.m. – 12:00 Noon
Park Branch Library
1833 Page Street, San Francisco

The Compliance & Amendments Committee of the Sunshine Ordinance Task Force will meet in special session, as indicated above, to field public comments regarding possible amendments to the Sunshine Ordinance, San Francisco's open-meetings and public-records statute.

Examples of issues under consideration include Task Force enforcement powers, notice requirements for meetings of "passive meeting" bodies, and public access to City/County officials' and agencies' telephone records.

The Ordinance (Administrative Code Section 67) was enacted by the Board of Supervisors and Mayor Frank Jordan in 1993, and strengthened by initiative (Proposition G) in 1999. Its purpose is to ensure public access to meetings of city boards, commissions and task forces, and their committees and subcommittees, and the public's right to view and copy public records of City/County departments and policy bodies.

Comments may be submitted at the public hearing, or at any regular meeting of the Sunshine Ordinance Task Force or the Compliance & Amendments Committee; by mail to the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; or by email to the Task Force Administrator, Donna.Hall@sfgov.org.

Agendas and minutes of all meetings of the Sunshine Ordinance Task Force and its committees are at www.sfgov.org/sunshine.

A similar public hearing is planned for March 2004. Dates, times and places are to be announced.

Donna L. Hall, Administrator
Sunshine Ordinance Task Force

**PLEASE WIDELY CIRCULATE THIS NOTICE OF PUBLIC HEARING
TO YOUR FRIENDS, NEIGHBORS, CONSTITUENTS**



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

NOTES*

Saturday, February 21, 2004
Park Branch Library
1833 Page Street, San Francisco

Committee Members: Richard Knee, Chair, Alexandra Nickliss, Nicole Dogwill

Note: Action items: First name indicates Member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order

DOCUMENTS DEPT.

Roll Call: Present: All present

MAR 15 2004

The meeting convened at 10:30 a.m.

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Hearing and receiving comments from the community regarding possible amendments to the City/County of San Francisco Sunshine Ordinance (Administrative Code Section 67).

Comments from:

Tys Sniffen suggesting the Complaint Committee make stronger decisions as to a valid complaint; issuing of private email addresses and telephone numbers.

Emeric Kalman regarding policy bodies not having full minutes; if the Task Force makes determinations of non-compliance, they should go to the Ethics Commission.

Marilyn Amini regarding Sunshine Ordinance the proposed amendments, change of name of Task Force to Open Government Commission; have meeting places to accommodate large gatherings; passive meeting requirements; submittal of statements; taking of minutes; agendas and related materials; audio recording of minutes; abusive conduct to custodian of records; requests for proposal information; subpoena of records; compliance with task force decisions.

David Pilpel submitted list of suggestions regarding notice prior to meetings; basic

public information; internet/web standards; public information officers; posting locations; property references; immediate disclosure requests; clerks and secretaries to policy bodies; public review packets; master calendar; Board of Supervisors reference to commission actions; training of employees, three-minute minimum; departments encouraged to do better; quorum/committee of the whole; passive meetings; draft minutes; task force complaints; fees; communications log; summary of actions; enforcement; records retention policies; bridge lines.

The meeting adjourned at 11:50 a.m. Submitted by Donna L. Hall, Administrator

*The 2/21/04 Compliance & Amendments Committee meeting has been audio recorded and is available from the Sunshine Ordinance Task Force Office.



<http://www.sfgov.org/sunshine>

SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA FOR ESCHEDULED MEETING FROM 4:00 P.M. TO 3:00 P.M.

Wednesday, March 10, 2004
3:00 p.m., City Hall, Room 408

Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of February 11, 2004 & February 21, 2004. (action)
2. Administrator's report. (discussion and possible action)
 - (a) Orders of Determination
 - (b) Progress of Dan Boreen complaints
3. Peter Witt regarding his complaints against the Taxi Commission. (discussion and possible action)
4. Steve Lawrence regarding additional complaint against the Public Utilities Commission. (discussion and possible action)
5. John Kelly regarding additional complaint against the Department of Building Inspection. (discussion and possible action)
6. Progress report regarding amendments to the Sunshine Ordinance. (discussion and possible action)

--Suggestions submitted by David Pilpel

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7. Public comment for items not listed on the agenda.

MAR - 5 2004

Adjournment

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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| 1. | Complainant presents his/her facts and evidence | 5 minutes |
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| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

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|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

DOCUMENTS DEPT.

MINUTES*

APR 19 2004

Wednesday, March 10, 2004
3:00 p.m., City Hall, Room 408

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Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of February 11, 2004 & February 21, 2004.

Minutes approved. (Nickliss/Dogwill)

2. Administrator's report.

Report given by Administrator.

3. Peter Witt regarding his complaints against the Taxi Commission.

Peter Witt addressed the Committee regarding his complaints against the Taxi Commission of not being able to use the overhead projector and being interrupted when giving public testimony.

Naomi Little, Executive Director, Taxi Commission, addressed the Committee regarding the Taxi Commission position regarding Mr. Witt's complaints.

Consensus of the Committee that there has been no violation. Chair Knee stated that If there is a perceived continued violation, then the Committee will take this back to the full Task Force for referral to the Ethics Commission, which is empowered to take enforcement actions. We would need to see some more evidence of the allegations than what we have been provided tonight.

4. Steve Lawrence regarding additional complaint against the Public Utilities Commission. Continued to the next meeting.

5. John Kelly regarding additional complaint against the Department of Building Inspection. Continued to the next meeting.

Mr. Kelly addressed the Committee regarding his complaints.

Administrator to work with Mr. Kelly and the Department of Building Inspection to outline outstanding documents.

7. Public comment for items not listed on the agenda.

Public comment from Gary Near regarding including in the suggested amendments to the Sunshine Ordinance the provision that Policy Bodies be required to audio tape meetings. This was in regard to the Rent Board.

6. Progress report regarding amendments to the Sunshine Ordinance.

Suggestions submitted by David Pilpel

The meeting adjourned at 4:40 p.m.

Donna L. Hall, Administrator

*The 3/10/04 Compliance & Amendments Committee meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, April 14, 2004
4:00 p.m., City Hall, Room 408

Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

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APR - 8 2004

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1. Approval of minutes of March 10, 2004. (action)
2. Administrator's report. (discussion and possible action)
 - (a) Report on Orders of Determination
 - (b) Progress of Dan Boreen complaints
 - (c) Progress of John Kelly complaint
 - (d) Progress of Joseph Graff complaint
 - (e) Information from Peter Witt regarding his previous complaints
3. Peter Witt regarding additional complaint against the Taxi Commission. (discussion and possible action)
4. Steve Lawrence regarding additional complaint against the Public Utilities Commission. (discussion and possible action)
5. John Kelly regarding additional complaint against the Department of Building Inspection (continued from last meeting) (discussion and possible action)
6. Dan Boreen regarding additional complaint against the Fire Department. (discussion and possible action)
7. Public comment for items not listed on the agenda.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

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|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

AGENDA

**Wednesday, May 12, 2004
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

DOCUMENTS DEPT.

1. Approval of minutes of April 14, 2004. (action)
2. Administrator's report. (discussion and possible action)
 - (a) Report on Orders of Determination
 - (b) Progress of Dan Boreen complaints
3. Peter Witt regarding additional complaint against the Taxi Commission of January 13 and March 23, 2004 (discussion and possible action)
4. John Kelly regarding follow-up on the Compliance & Amendments Committee meeting consensus of April 14, 2004. (discussion and possible action)
5. Peter Warfield regarding two additional complaints against the Public Library. (discussion and possible action)
6. Discussion regarding departments' failure to submit sole source contract information. (discussion and possible action)
7. Public comment for items not listed on the agenda.

MAY - 6 2004

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Adjournment

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

- | | | |
|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES*

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MAY 17 2004

**Wednesday, April 14, 2004
4:00 p.m., City Hall, Room 406**

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Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: Action items: First name indicates member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Roll call: All present.

1. Approval of minutes of March 10, 2004.

Minutes approved. (Nickliss/Dogwill)

2. Administrator's report. (discussion and possible action)

- (a) Report on Orders of Determination
- (b) Progress of Dan Boreen complaints
- (c) Progress of John Kelly complaint
- (d) Progress of Joseph Graff complaint
- (e) Information from Peter Witt regarding his previous complaints

Report given.

3. Peter Witt regarding additional complaint against the Taxi Commission.

Mr. Witt addressed the Committee regarding his past complaints and new complaints against the Taxi Commission for being able to speak at public comment time. The Task Force will review the videos of the Taxi Commission meetings of January 13, 2004 and March 23, 2004 at their next meeting.

4. Steve Lawrence regarding additional complaint against the Public Utilities Commission.

Removed from the agenda at Complainant's request.

5. John Kelly regarding additional complaint against the Department of Building Inspection.

Mr. Kelly addressed the Committee regarding his requests to the Department of Building Inspection stating he had not received a written statement regarding information at 201 8th Street and 525 5th Street.

Ken Harrington & Jim Hutchinson from the Department of Building Inspection addressed the Committee stating all information had been provided to Mr. Kelly.

The Department of Building Inspection will provide Mr. Kelly with a written statement as he has requested; if three weeks from now Mr. Kelly is not satisfied with the result, this item will be placed on the Committee's agenda for further discussion.

6. Dan Boreen regarding additional complaint against the Fire Department.

Mr. Boreen addressed the Committee regarding an additional complaint against the Fire Department for releasing of records regarding disciplinary charges.

Lorrie Kalos, Assistant Deputy Chief, addressed the Committee stating the information requested is available in each fire house.

Chair Knee stated that without prejudice with regard to the subject of Mr. Boreen's complaint, the perception is his request is not a public record under the Sunshine Ordinance.

At the next meeting of the Committee, the Committee will address the outstanding requests from Mr. Boreen's previous complaints.

7. Public comment for items not listed on the agenda. None

The meeting adjourned at 5:45 p.m.

Donna L. Hall, Administrator

*The 4/14/04 Compliance & Amendments Committee meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.



<http://www.sfgov.org/sunshine>

SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

DOCUMENTS DEPT.

MINUTES*

JUN 11 2004

Wednesday, May 12, 2004
4:00 p.m., City Hall, Room 406

SAN FRANCISCO
PUBLIC LIBRARY

Committee Members: Richard Knee, Chair, Nicole Dogwill, Alexandra Nickliss

Note: First name indicates member making motion; second name indicates member seconding motion. All items unanimous except as noted.

Call to Order: Meeting convened at 4:10 p.m.

Roll call: Present: Knee, Nickliss. Absent: Dogwill

1. Approval of minutes of April 14, 2004. Approved. (Nickliss/Knee) (Dogwill absent)
2. Administrator's report. (discussion and possible action)

- (a) Report on Orders of Determination.
- (b) Progress of Dan Boreen complaints

Report given by Administrator.

Public comment from Peter Warfield regarding his two additional complaints and why they were placed on the Compliance & Amendments Committee agenda; also regarding letter from the Public Library dated May 5, 2004 regarding his Order of Determination of April 22, 2004 and the two current complaints he has submitted.

3. Peter Witt regarding additional complaint against the Taxi Commission of January 13 and March 23, 2004

The Committee reviewed Taxi Commission videotapes of January 12 and March 23, 2004.

Mr. Witt addressed the Committee expressing his concern regarding not being able to speak at the public comment portion of the meetings.

After discussion among the members of the Committee and having viewed the two

video tapes, the Committee found no violation of Mr. Witt being denied public speaking time; no action was taken on this item.

4. John Kelly regarding follow-up on the Compliance & Amendments Committee meeting consensus of April 14, 2004.

Mr. Kelly addressed the Committee expressing concern the notes and measurements at 525 5th Street had been destroyed.

Jim Hutchinson, Department of Building Inspection, stated the department no longer has the measurements.

This item was continued to the June meeting.

5. Peter Warfield regarding two additional complaints against the Public Library.

Mr. Warfield requested a hearing before the full Task Force on his May 4, 2004 complaint requesting additional information on RSI.

This complaint will be forwarded to the full task force meeting of May 25, 2004 for a public hearing.

Motion adopted requesting a letter be sent to the Public Library regarding Mr. Warfield's complaint dated May 4, 2004, which referred to the Task Force Order of Determination of April 22, 2004. The letter will request the Public Library to respond to the Compliance & Amendments Committee regarding their response to the Order of Determination of April 22, 2004.

6. Discussion regarding departments' failure to submit sole source contract information. This item placed on the full Task Force agenda for May 25, 2004.
7. Public comment for items not listed on the agenda.

Public comment from Peter Warfield regarding outlining Compliance & Amendments Committee procedures; and requested letters be sent to repeat violators of the Sunshine Ordinance.

Public comment from Doug Comstock regarding the proposed amendments to the Sunshine Ordinance; outlining dates of meetings with Supervisors.

The meeting adjourned at 6:10 p.m. Submitted by Donna L. Hall, Administrator

*The May 12, 2004 meeting of the Compliance & Amendments Committee has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine>

SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

DOCUMENTS DEPT.

Wednesday, June 9, 2004
4:00 p.m., City Hall, Room 406

JUN - 3 2004

Committee Members: Richard Knee, Chair, and Alexandra Nickliss

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Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of May 12, 2004. (action)
2. Administrator's report. (discussion and possible action)
 - (a) Report on Orders of Determination
 - (b) Report on Peter Warfield complaint from 5/12/04 meeting
 - (c) Progress of Dan Boreen complaints
3. John Kelly regarding follow-up on the Compliance & Amendments Committee meeting of May 12 regarding 525 Fifth Street. (discussion and possible action)
4. Peter Warfield regarding complaints against the Public Library for producing requested documents that had been blacked out and portions redacted. (discussion and possible action)
5. Discussion of potential changes in system of appointing Task Force members, as a result of proposed amendments to Sunshine Ordinance. (discussion & possible action)
6. Public comment for items not listed on the agenda.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| 2. | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

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|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at Donna.Hall@sfgov.org.

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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES*

Wednesday, June 9, 2004
4:00 p.m., City Hall, Room 406

DOCUMENTS DEPT.

JUL 19 2004

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PUBLIC LIBRARY

Committee Members: Richard Knee, Chair, and Alexandra Nickliss

Note: First name indicates member making motion; second name indicates member seconding motion. All motions passed unanimously except as noted.

Call to Order: 4:05 p.m.

Roll Call: All members present. Task Force Member Pilpel sat with the Committee.

Agenda Changes: None

1. Approval of minutes of May 12, 2004. The minutes were approved as amended showing Dogwill absent instead of Nickliss. (Nickliss/Knee)

Public comment from Peter Warfield regarding clarifying his comments from the previous meeting.

2. Administrator's report.

- (a) Report on Orders of Determination
- (b) Report on Peter Warfield complaint from 5/12/04 meeting
- (c) Progress of Dan Boreen complaints

Administrator gave report.

Public comment from Peter Warfield regarding confusing of agenda items; follow-up of a previous complaint he had filed; concerns of failure to hear from Public Library regarding his complaints.

3. John Kelly regarding follow-up on the Compliance & Amendments Committee meeting of May 12 regarding 525 Fifth Street.

Mr. Kelly addressed the Committee stating his concern regarding the destroying of the notes for 525 5th Street; requested a referral to the Ethics Commission, District Attorney; Attorney General.

Jim Hutchinson, Department of Building Inspection, addressed the Committee stating the notes are not now in existence; the notes were most likely destroyed—they are no longer in existence—the Department has complied with the Department's retention policy.

Motion adopted referring this item to the full Task Force for possible referral to the Ethics Commission. (Knee/Nickliss)

4. Peter Warfield regarding complaints against the Public Library for producing requested documents that had been blacked out and portions redacted.

Peter Warfield addressed the Committee stating this is a new complaint.

Member Pilpel stated for the record he has a friendship with Mike Housh of the Public Library.

This complaint referred to the full Task Force for June 22, 2004.

6. Public comment for items not listed on the agenda.

Public comment from Peter Warfield regarding concern of process and procedures of the Task Force; would like clarification.

5. Discussion of potential changes in system of appointing Task Force members, as a result of proposed amendments to Sunshine Ordinance.

Deputy City Attorney Llorente stated the City Attorney's Office was working on the issue of the determining factor of appointments to the Task Force--from Executive branch or legislative branch of government--determining factor could be if the Task Force has subpoena powers. An update will be given at the Task Force meeting of June 22, 2004.

Public comment from Peter Warfield regarding concern of description of this item on the agenda.

The meeting adjourned at 6:40 p.m.

Submitted by Donna L. Hall, Administrator

*This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

AGENDA

**Wednesday, July 14, 2004
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; David Pilpel

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of June 9, 2004. (action)
2. Administrator's report. (discussion and possible action)
 - (a) Report on Orders of Determination
 - (b) Report on Peter Warfield complaint from 5/12/04 meeting
 - (c) Progress of Dan Boreen complaints
3. Peter Warfield regarding Order of Determination of April 22, 2004 regarding complaint against the Public Library for alleged failure to provide requested information relating to RSI-related employee injuries/problems. (discussion and possible action)
4. John Kelly regarding Order of Determination of June 22, 2004 regarding complaint against the Department of Building Inspection with regard to documents that were destroyed. (discussion and possible action)
5. Direction of Compliance & Amendments Committee. (Garrett Jenkins) (discussion and possible action)
6. Public comment for items not listed on the agenda.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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Above total speaking time for Complainant and City to be the same

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| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

DOCUMENTS DEPT.

MINUTES*

AUG 17 2004

**Wednesday, July 14, 2004
4:00 p.m., City Hall, Room 406**

SAN FRANCISCO
PUBLIC LIBRARY

Committee Members: Richard Knee, Chair; Doug Comstock; David Pilpel, Garrett Jenkins

Note: First name indicates member making motion; second name indicates member seconding motion. All motions passed unanimously except as noted.

Call to Order at 4:06 p.m.

Roll Call: Present: Comstock, Pilpel, Jenkins. Absent: Knee

Agenda Changes: None

1. Approval of minutes of June 9, 2004.

Minutes approved as amended (adding Task Force Member Pilpel to meeting).
(Pilpel/Comstock) (Knee absent)

2. Administrator's report.

(a) Report on Orders of Determination

Administrator Hall gave oral report.

Public comment from John Darmanin regarding his Order of Determination of 6/22/04, requesting the Task Force not reconsider this Order of Determination.

Public comment from Lorrie Kalos, Fire Department, urging the Task Force to reconsider this Order of Determination.

Consensus of the Committee to reconsider this Order of Determination.

(b) Report on Peter Warfield complaint from 5/12/04 meeting

Removed from agenda.

(c) Progress of Dan Boreen complaints

Motion adopted to send a letter to Mr. Boreen asking him to respond to his previous series of requests to the Fire Department; requesting Mr. Boreen to respond with 60 days. (Pilpel/Jenkins) (Knee absent)

3. Peter Warfield regarding Order of Determination of April 22, 2004 regarding complaint against the Public Library for alleged failure to provide requested information relating to RSI-related employee injuries/problems.

Mr. Warfield was not in attendance. Administrator to contact Mr. Warfield to inquire if he wishes to place this item on a future agenda.

Member Pilpel stated for the record he has a friendship with Mr. Housh of the Public Library.

4. John Kelly regarding Order of Determination of June 22, 2004 regarding complaint against the Department of Building Inspection with regard to documents that were destroyed.

Mr. Kelly requested his complaint against the Department of Building Inspection, which resulted in the Order of Determination of June 22, 2004, be referred to the District Attorney, the State Attorney General, and the Ethics Commission. Mr. Kelly stated he was withdrawing his offer of a re-measurement.

This item set for the next Committee meeting for discussion of resolution of this complaint.

5. Direction of Compliance & Amendments Committee.

Chair of the Task Force Garrett Jenkins brought the suggestion to the Committee that the Committee refocus their work program to include some proactive education of departments regarding the Sunshine Ordinance; as well as continuing to follow-up on Orders of Determination. Mr. Jenkins suggested the proactive education of departments be split between the Compliance & Amendments Committee and the Public Education & Information Committee.

Provisions of Sunshine Ordinance Section 67.30 (c) and (d) were discussed to be added to the work program for the Committee.

Committee discussed possibility of holding hearings before the Compliance & Amendments Committee to discuss non-profit provisions. This item will be discussed further at the next Compliance & Amendments Committee meeting.

Regarding Sunshine Ordinance Section 67.30 (c) and (d), Deputy City Attorney Llorente was requested to inquire of the City Attorney's Office to what extent the Board of Supervisors might make amendments to the Sunshine Ordinance without a vote of the electorate.

Add to work program a compliance section to the Task Force Annual Report.

6. Public comment for items not listed on the agenda.

Public comment from John Kelly regarding changes to the Sunshine Ordinance regarding in favor of three-minute public speaking time; and requesting the Task Force look into the Business & Taxation Code for conflict with the Sunshine Ordinance Section 67.22.

Meeting adjourned at 6:40 p.m.

Submitted by Donna L. Hall, Administrator

*This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.



<http://www.sfgov.org/sunshine>

SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

DOCUMENTS DEPT

AUG - 5 2004

Wednesday, August 11, 2004
4:00 p.m., City Hall, Room 406

SAN FRANCISCO
PUBLIC LIBRARY

Committee Members: Richard Knee, Chair; Doug Comstock; David Pilpel

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of July 14, 2004. (action item)
2. Administrator's report. (discussion and possible action item)
 - (a) Report on past Orders of Determination
 - (b) Report on June 22 2004 Order of Determination of Peter Warfield
 - (c) Report on Dan Boreen complaints
 - (d) Report on Sole Source Complaints filed by Member Comstock
 - (e) Report on Orders of Determination from 7/27/04 Task Force meeting
3. The Peter Warfield case regarding the April 22, 2004 Order of Determination against the Public Library for failure to provide requested information relating to RSI-related employee injuries/problems. (discussion and possible action)
4. The John Kelly case regarding the June 22, 2004 Order of Determination against the Department of Building Inspection because of documents that were destroyed. (discussion and possible action)
5. The Kristen Odlaug case regarding the November 20, 2003 Order of Determination against the Fire Department for failure to provide records. (discussion and possible action)
6. Discussion regarding 12L, Non-profit provisions. (discussion and possible action)

7. Update regarding proposed changes to the Sunshine Ordinance. (discussion and possible action)
8. Direction of Compliance & Amendments Committee. (discussion and possible action)
9. Public comment for items not listed on the agenda.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES*

**Wednesday, August 11, 2004
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; David Pilpel

Note: First name indicates member making motion; second name indicates member seconding motion. All motions passed unanimously except as noted.

The meeting called to order at 4:05 p.m.

Roll Call: All present. (Member Pilpel entered meeting after Item #1)

DOCUMENTS DEPT.

Agenda changes: Item #5 removed from agenda.

SEP 14 2004

1. Approval of minutes of July 14, 2004.

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Public comment from John Kelly regarding Item #2 in the minutes.

Public comment from Peter Warfield regarding being more descriptive in the minutes.

Motion adopted approving minutes as amended (eliminating a portion of Item #2).
(Comstock/Knee) (Pilpel absent)

2. Administrator's report.

- (a) Report on past Orders of Determination
- (b) Report on June 22 2004 Order of Determination of Peter Warfield
- (c) Report on Dan Boreen complaints
- (d) Report on Sole Source Complaints filed by Member Comstock
- (e) Report on Orders of Determination from 7/27/04 Task Force meeting

Report given by Administrator.

Public comment from Peter Warfield regarding Cockrell Order of
Determination requesting the Task Force take a position and not let complaint

drop; regarding his Order of Determination of June 22, the result has been highly inadequate; Library letter does not meet requirement of withholding

Motion adopted that the Task Force send a letter to the Ethics Commission regarding the 4/23/02 Order of Determination of Steve Cockrell against the Recreation & Park Department, requesting the Ethics Commission to consider investigating Item #5 only: As to the alleged repeated withholding of overall documents, this matter is referred to the Ethics Commission.
(Comstock/Knee) (Pilpel no)

Motion adopted that the Michael Stoll Order of Determination of 1/28/03 be deleted from the monthly report of the Administrator until Mr. Stoll contacts the Task Force. (Pilpel/Comstock)

3. The Peter Warfield case regarding the April 22, 2004 Order of Determination against the Public Library for failure to provide requested information relating to RSI-related employee injuries/problems.

Member Pilpel stated for the record he is a personal friend of Michael Housh, Public Library Custodian of Records.

Member Knee requested Member Pilpel recuse himself since Member Pilpel had been in contact with the Public Library regarding this complaint. Member Pilpel declined to recuse himself.

Peter Warfield addressed the Committee stating this Order of Determination still had not been responded to from the Public Library.

Motion adopted requesting the City Attorney's Office provide a legal opinion that personal records may be redacted from information requested by Mr. Warfield in his complaint of May 4, 2004 regarding the Library's failure to respond to an Immediate Disclosure Request of April 23 2004 asking the Library for information that was used as the basis for, or supports, publicly stated problems and specific statistics on Repetitive Stress Injuries, costs, excluding any personally identifiable information; and that the response be provided as expeditiously as possible.
(Comstock/Pilpel)

Public comment from Peter Warfield stating his Order of Determination of April 22, 2004 is four months old; urge the opinion from the City Attorney's Office be provided in time for the next full Task Force meeting; discussion of complaint items be held in public.

Public comment from John Kelly stating his concern members of the Task Force are contacting members of departments regarding complaints.

Chair Knee stated this complaint will be reported to the full Task Force meeting of

August 24 and at that time, depending on how the City Attorney's Office responds, I intend to present a motion to the full Task Force that this matter be sent to the Ethics Commission, the District Attorney, or the State Attorney General.

4. The John Kelly case regarding the June 22, 2004 Order of Determination against the Department of Building Inspection because of documents that were destroyed.

John Kelly addressed the Committee stating the re-measurement was unsatisfactory because it did not meet the conditions he had set forth and requested this case be referred to the appropriate agencies, the State Attorney General, the District Attorney, the Ethics Commission and the Board of Supervisors for investigation.

Public comment from Peter Warfield stating he was glad the Task Force did not listen to a recent tape provided by Mr. Kelly; asked that time be provided to come to a conclusion of Kelly case.

Call for the question. (Knee/Comstock) (Pilpel no) Motion carried.

Motion adopted that this item be referred to the full Task Force with a recommendation that the matter be forwarded to the Board of Supervisors as a violation of Sunshine Ordinance Section 67.30 (c). (Comstock/Knee) (Pilpel no)

-- Five minute recess.

5. The Kristen Odaug case regarding the November 20, 2003 Order of Determination against the Fire Department for failure to provide records.

This item continued to the next meeting of the Committee.

6. Discussion regarding 12L, Non-profit provisions.

Public comment from Debbi Lerman, Director of Research & Communications, San Francisco Human Services Network, stating she felt what is now outlined in the Administrative Code and Sunshine Ordinance regarding non-profit regulations is appropriate.

This item continued to the next meeting for further discussion.

7. Update regarding proposed changes to the Sunshine Ordinance.

At the next meeting the Committee will further discuss the idea of a survey to departments.

8. Direction of Compliance & Amendments Committee.

Discussion regarding having departments respond regarding Orders of Determination; report to the Board of Supervisors annually regarding any problems encountered.

This item continued to the next meeting.

9. Public comment for items not listed on the agenda. None.

The meeting adjourned at 7:15 p.m.

Submitted by Donna L. Hall, Administrator

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

AGENDA

**Wednesday, September 8, 2004
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; David Pilpel

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

DOCUMENTS DEPT.

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1. Approval of minutes of August 11, 2004. (action item)
2. Administrator's report. (discussion and possible action item)
 - (a) Report on past Orders of Determination
 - (b) Report on Dan Boreen complaints
 - (c) Report on Peter Warfield case regarding April 22, 2004 Order of Determination against the Public Library for failure to provide requested information relating to RSI-related employee injuries/problems.
 - (d) Report on Orders of Determination from 8/24/04 Task Force meeting
3. The Kristen Odlaug case regarding the November 20, 2003 Order of Determination against the Fire Department for failure to provide records. (discussion and possible action)
4. Discussion regarding 12L, Non-profit provisions. (discussion and possible action)
--Representative from the Controller's Office.
5. Update regarding proposed changes to the Sunshine Ordinance. (discussion and possible action)

6. Direction of Compliance & Amendments Committee. (discussion and possible action)
7. Public comment for items not listed on the agenda.
8. Future suggested agenda items of Committee.

Adjournment

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Above total speaking time for Complainant and City to be the same

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|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

DOCUMENTS DEPT.

MINUTES*

OCT 18 2004

**Wednesday, September 8, 2004
4:00 p.m., City Hall, Room 406**

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Committee Members: Richard Knee, Chair; Doug Comstock; David Pilpel

Note: First name indicates member making motion; second name indicates member seconding motion. All motions passed unanimously except as noted.

Meeting called to order at 4:00 p.m.

Roll Call: Present: Knee, Pilpel. Member Comstock entered the meeting after Item 1.

Agenda changes: None

1. Approval of minutes of August 11, 2004.

Minutes approved after addition of statement of Chair requesting Member Pilpel to recuse himself from Item #3 and Member Pilpel declining to recuse himself. (Pilpel/Knee) (Comstock absent)

-- Member Comstock entered the meeting at this time.

2. Administrator's report.

- (a) Report on past Orders of Determination
- (b) Report on Dan Boreen complaints
- (c) Report on Peter Warfield case regarding April 22, 2004 Order of Determination against the Public Library for failure to provide requested information relating to RSI-related employee injuries/problems.
- (d) Report on Orders of Determination from 8/24/04 Task Force meeting

Report given by Administrator Hall.

Motion adopted referring the Peter Warfield case regarding the April 22, 2004 Order of Determination against the Public Library for failure to provide requested information relating to RSI-related employee injuries/problems, to the full Task Force meeting. (Comstock/Pilpel)

Motion adopted to place an Ethics Commission referral report to be placed on next agenda. (Comstock/Knee)

3. The Kristen Odlaug case regarding the November 20, 2003 Order of Determination against the Fire Department for failure to provide records.

Kristen Odlaug addressed the Committee stating she still had not received all of her requested information as result of the Order of Determination of November 20, 2003.

Lorrie Kalos, Assistant Deputy Chief, Fire Department, addressed the Committee stating the Department has provided Kristen Odlaug all the information they are able to provide her.

Kristen Odlaug to follow up with the City Attorney's Office Supervisor of Records.

Motion adopted postponing a decision on this item to the next meeting.
(Comstock/Pilpel)

7. Public comment for items not listed on the agenda. None
- 4 Discussion regarding 12L, Non-profit provisions.

--Representative from the Controller's Office.

Peg Stevenson, Controller's Office, addressed the Committee regarding the 12L provisions of the Administrative Code, specifically 12L.2 (c), stating there was soon to be published a non-profit finance guide which will include compliance issues.

Member Pilpel asked for clarification that 12L.3 refers to contracts--that the contract is an instrument by which requirements are imposed--it is not just for a non-profit that received \$250,000 or more but those organizations that receive those funds pursuant to a written agreement. Peg Stevenson stated that is correct.

Member Pilpel stated the list we have of non-profits are entities that receive \$250,000 per year, but some are not subject to 12L.

Peg Stevenson to provide a list of agencies that have been audited or have had a compliance check done by those departments.

Quentin Mecke, Human Services Network, addressed the Committee stating he is there to answer any questions.

Mr. Mecke stated the challenge is difficult to capture data that would fall under 12L. Mr. Mecke to provide a list of organizations that would fall under 12L.

Report has been done on city contracts and one from survey that was done.

This item to be placed on next meeting.

5. Update regarding proposed changes to the Sunshine Ordinance.

Motion adopted recommending the Compliance & Amendments Committee suggest to the Task Force that a survey be sent to all City Departments to receive their comments regarding specific provisions and proposed amendments to the Sunshine Ordinance. (Comstock/Pilpel)

6. Direction of Compliance & Amendments Committee.

This item continued to the next meeting.

8. Future suggested agenda items of Committee.

Administrator to report next meeting on update on City College Ad Hoc Committee and Unified School District Ad Hoc Committee.

The meeting adjourned at 6:20 p.m.

Donna L. Hall, Administrator

*This meeting has been audio recorded. Copies of the tapes may be obtained from the Sunshine Ordinance Task Force.



**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

AGENDA

**Wednesday, October 13, 2004
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven, David Pilpel

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

DOCUMENTS DEPT.

1. Approval of minutes of September 8, 2004. (action item)
2. Administrator's report. (discussion and possible action item)
 - (a) Report on Steve Cockrell Order of Determination of April 2002
 - (b) Report on Dan Boreen complaints
 - (c) Referrals to agencies with enforcement powers
 - (d) City College Ad Hoc Committee update
 - (e) Unified School District Ad Hoc Committee update
3. The Kristen Odlaug case regarding the November 20, 2003 Order of Determination against the Fire Department for failure to provide records. (continued from 9/8/04 meeting) (discussion and possible action)
4. Discussion regarding 12L, Non-profit provisions. (discussion and possible action)
5. Direction of Compliance & Amendments Committee. (discussion and possible action)
6. Public comment for items not listed on the agenda. (no action)
7. Future suggested agenda items of Committee. (no action)

Adjournment

OCT - 8 2004

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 1. | Complainant presents his/her facts and evidence | 5 minutes |
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| 2. | City responds | 5 minutes |
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Above total speaking time for Complainant and City to be the same

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| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES*

Wednesday, October 13, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven, David Pilpel

Note: First name indicates member making motion; second name indicates member seconding motion. All motions passed unanimously except as noted.

The meeting called to order at 4:05 p.m.

Roll Call: Present: Knee, Craven, Pilpel. Absent: Comstock

Agenda changes: Item #3 continued to the next meeting.

DOCUMENTS DEPT.

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1. Approval of minutes of September 8, 2004.

Minutes approved. (Pilpel/Craven) (Comstock absent)

2. Administrator's report. (discussion and possible action item)

(a) Report on Steve Cockrell Order of Determination of April 2002.

(b) Report on Dan Boreen complaints

This complaint placed in the inactive files.

(c) Referrals to agencies with enforcement powers

The Committee recommended that the Task Force invite a representative from the Ethics Commission and a representative from the District Attorney's Office to appear before the Task Force to discuss their procedures when they receive a referral from the Task Force.

(d) City College Ad Hoc Committee update.

(e) Unified School District Ad Hoc Committee update.

Member Pilpel suggested both ad hoc committees meet to discuss the progress of Sunshine Ordinance provisions being adopted by the City College and the Unified School District.

3. The Kristen Odlag case regarding the November 20, 2003 Order of

Determination against the Fire Department for failure to provide records.
(continued from 9/8/04 meeting)

Continued to next meeting.

4. Discussion regarding 12L, Non-profit provisions.

Discussion held regarding list of non-profits subject to Administrative Code Chapter 12L; lowering threshold.

Public comment from Quentin Mecke, San Francisco Human Services Network, stating it would be helpful to have more information regarding the intent of the Task Force in their discussion regarding lowering of the threshold from \$250,000.

Public comment from Francisco DaCosta regarding non-profit agency in Bayview Hunters Point area regarding accountability and transparency.

This item continued to the next meeting.

6. Public comment for items not listed on the agenda. None

5. Direction of Compliance & Amendments Committee.

Recommendation to be made to the Task Force that all standing committees review the Annual Report prepared by the Administrator before the report is submitted to the Board of Supervisors.

Recommendation to be made to the Task Force that concerns regarding the complaint process be placed on a work plan of one of the standing committees.

Motion adopted approving the amended Mission and Work Plan of the Compliance & Amendments Committee. (Pilpel/Craven) (Comstock absent)

7. Future suggested agenda items of Committee.

Member Pilpel suggested a report be given by an attendee of the California First Amendment Coalition conference; also suggested a report be given on the Conference of Governmental Ethics Laws.

The meeting adjourned at 5:20 p.m.

Donna L. Hall, Administrator

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force



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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

NOV - 5 2004

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AGENDA

Wednesday, November 10, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of October 13, 2004. (action item)
2. Administrator's report. (discussion and possible action item)
 - (a) Update on Steve Cockrell Order of Determination that was referred to the Ethics Commission.
 - (b) Update on Dan Boreen complaints against Fire Department.
 - (c) Progress report on the complaint of John Kelly against the Department of Building Inspection and the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
 - (d) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.
3. Discussion regarding 12L, Non-profit provisions. (discussion and possible action)
4. Discussion of possible amendments to the Sunshine Ordinance. (discussion and possible action)
5. Public comment for items not listed on the agenda. (no action)

Adjournment

Next regularly scheduled meeting 12/8/04

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 2. | City responds | 5 minutes |
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Above total speaking time for Complainant and City to be the same

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| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES*

DOCUMENTS DEPT.

DEC 17 2004

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**Wednesday, November 10, 2004
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: First name indicates member making motion; second name indicates member seconding motion. All motions passed unanimously except as noted.

Meeting called to order at 4:05 p.m.

Roll call: All present.

Agenda changes: None

1. Approval of minutes of October 13, 2004. Approved. (Comstock/Craven)
2. Administrator's report.
 - (a) Update on Steve Cockrell Order of Determination that was referred to the Ethics Commission.
 - (b) Update on Dan Boreen complaints against Fire Department.
 - (c) Progress report on the complaint of John Kelly against the Department of Building Inspection and the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
 - (d) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.

Report given.

3. Discussion regarding 12L, Non-profit provisions.

Representative from Department Human Services will be requested to attend next meeting to explain how contracting processes and procedures are administered.



4. Discussion of possible amendments to the Sunshine Ordinance.

Committee to begin discussing a few proposed amendments at each Committee meeting.

5. Public comment for items not listed on the agenda.

Member Comstock requested the Task Force consider sending a letter to the Planning Commission recommending the general public comment item on their agendas be held at a different time than at the end of their meetings.

The meeting adjourned at 4:45 p.m.

Donna L. Hall, Administrator

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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

DEC - 2 2004

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AGENDA

Wednesday, December 8, 2004
4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of November 10, 2004, 2004. (action item)
2. Administrator's report. (discussion and possible action item)
 - (a) Update on Steve Cockrell Order of Determination that was referred to the Ethics Commission.
 - (b) Progress report on the complaint of John Kelly against the Department of Building Inspection and the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
 - (c) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.
3. Discussion regarding the Ethics Commission decision regarding the Oliver Luby/Kevin DeLiban decision. (Member Nickliss request) (discussion and possible action)
4. Discussion regarding Administrative Code Section 12L, Non-profit provisions. (discussion and possible action)

-- Representative from Department of Human Services
5. Discussion of possible amendments to the Sunshine Ordinance. (discussion and possible action)

6. Public comment for items not listed on the agenda. (no action)
7. Announcements, questions, and future agenda items from the Committee members. (discussion item) (5 min)

Adjournment

Next regularly scheduled meeting 1/12/05

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

DOCUMENTS DEPT.

MINUTES*

JAN 19 2005

**Wednesday, December 8, 2004
4:00 p.m., City Hall, Room 406**

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Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: First name indicates member making motion; second name indicates member seconding motion. All motions passed unanimously except as noted.

Meeting called to order at 4:30 p.m.

Roll Call: All present.

Agenda changes: Item #4 taken after Item #1.

1. Approval of minutes of November 10, 2004. Approved. (Comstock/Craven)
2. Administrator's report.
 - (a) Update on Steve Cockrell Order of Determination that was referred to the Ethics Commission.
 - (b) Progress report on the complaint of John Kelly against the Department of Building Inspection and the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
 - (c) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.

Administrator Donna Hall made the presentation.

4. Discussion regarding Administrative Code Section 12L, Non-profit provisions.

--Representative from Department of Human Services

Kimberly Ferguson, Department of Human Services, made the presentation.

Quentin Mecke, Human Services Network, answered questions of the Committee.

6. Public comment for items not listed on the agenda. None
3. Discussion regarding the Ethics Commission decision regarding the Oliver Luby/Kevin DeLiban decision.

Motion adopted placing this item on the next regular meeting of the Task Force.
(Comstock/Craven)

5. Discussion of possible amendments to the Sunshine Ordinance.

Discussed in Item #3.

7. Announcements, questions, and future agenda items from the Committee members.

Request to invite Purchaser to next meeting.

The meeting adjourned at 6:05 p.m.

Donna L. Hall, Administrator



Home >> Sunshine Meeting Index >> Compliance & Amendments Committee

Board of Supervisors

Sunshine Ordinance Task Force

January 12, 2005

Click on the file numbers below to obtain background materials. These files are provided in PDF format, and you must have the Adobe Acrobat Reader to access them. Click [here](#) for info about obtaining Acrobat (it's free).

San Francisco

SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, January 12, 2005

4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

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DOCUMENTS DEPT.

JAN - 6 2005

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Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of December 8, 2004. (action item)
2. Administrator's report. (discussion and possible action item)
 - a. Update on Steve Cockrell Order of Determination that was referred to the Ethics Commission
 - b. Progress report on the complaint of John Kelly against the Department of Building Inspection the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
 - c. Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.
3. Discussion purchasing procedures. (discussion and possible action)

-- Representative from Office of Contract Administration
4. Discussion of possible amendments to the Sunshine Ordinance.

(discussion and possible action)

5. Discussion regarding Administrative Code Section 12L, Non-profit provisions.
(discussion and possible action)
6. Public comment for items not listed on the agenda. (no action)
7. Announcements, questions, and future agenda items from the Committee members. (discussion
(5 min))

Adjournment Next regularly scheduled meeting 2/9/05

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES

**Wednesday, January 12, 2005
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: The meeting was called to order at 4:06 p.m.

Roll Call: Present: Knee, Comstock, Craven

Agenda Changes: None.

DOCUMENTS DEPT.

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1. Approval of minutes of December 8, 2004. (action item)

Motion to approve. (Comstock/Craven)
Ayes: Knee, Comstock, Craven
2. Administrator's report. (discussion and possible action item)
 - (a) Update on Steve Cockrell Order of Determination that was referred to the Ethics Commission.
 - (b) Progress report on the complaint of John Kelly against the Department of Building Inspection and the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
 - (c) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.

Speakers. None.

No action.

Ayes: Knee, Comstock, Craven

3. Discussion purchasing procedures. (discussion and possible action)

Speakers: Lynn Khaw, Contract Administration; David Pilpel, member, Sunshine Ordinance Task Force.

No action.

4. Discussion of possible amendments to the Sunshine Ordinance.
(discussion and possible action)

Speakers: David Pilpel, member, Sunshine Ordinance Task Force.

No action.

5. Discussion regarding Administrative Code Section 12L, Non-profit provisions.
(discussion and possible action)

Speakers. Quin Mecki; David Pilpel, member, Sunshine Ordinance Task Force.

No action.

6. Public comment for items not listed on the agenda. (no action)

Speakers: Emeric Kalman.

7. Announcements, questions, and future agenda items from the Committee members.
(discussion item)

Speakers: none.

Adjournment The meeting adjourned at 5:22 p.m.



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Board of Supervisors

Sunshine Ordinance Task Force

February 9, 2005

DOCUMENTS DEPT.

☞ SUNSHINE ORDINANCE TASK FORCE
☞ COMPLIANCE AND AMENDMENTS COMMITTEE
☞ AGENDA

FEB - 2 2005

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Wednesday, February 9, 2005

4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order/Roll Call/Agenda Changes

1. Approval of minutes of January 12, 2005. (action item) (attachment)
2. Administrator's report. (discussion and possible action item) (attachment)
 - a. Status of 1/25/05 Order of Determination of Joseph Engler against the San Francisco Police Department.
 - b. Status of 1/25/05 Order of Determination of Cheryl Brinkman, Pat Christensen, and Sue Vi against the Golden Gate Park Concourse Authority.
 - c. Progress report on the complaint of John Kelly against the Department of Building Inspection the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
 - d. Progress report on the complaint of Peter Warfield against the Public Library and the Order Determination that was referred to the Ethics Commission and the District Attorney.
3. Follow-up of discussion of purchasing procedures. (discussion and possible action) (attachment)
4. Discussion of possible amendments to the Sunshine Ordinance.
(discussion and possible action) (no attachment)
6. Public comment for items not listed on the agenda. (no action) (no attachment)

7. Announcements, questions, and future agenda items from the Committee members. (discussion 1 (5 min) (no attachment)

Adjournment Next regularly scheduled meeting 3/9/05

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone,

pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at soff@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Destro or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>

Sunshine Ordinance Task Force



City Hall
Arlton B. Goodlett Place, Room 244
San Francisco 94102-4689
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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES

DOCUMENTS DEPT.

**Wednesday, February 9, 2005
4:00 p.m., City Hall, Room 406**

APR 29 2005

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Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: The meeting convened at 4:03 p.m.

Roll Call: Present: Knee, Comstock

Absent: Craven

Agenda Changes: None

1. Approval of minutes of January 12, 2005.

Motion to approve. (Comstock/Knee)

Aye: Comstock, Knee

2. Administrator's report. (discussion and possible action item) (attachment)

- (a) Status of 1/25/05 Order of Determination of Joseph Engler against the San Francisco Police Department.
- (b) Status of 1/25/05 Order of Determination of Cheryl Brinkman, Pat Christensen, and Sue Vaughn against the Golden Gate Park Concourse Authority.
- (c) Progress report on the complaint of John Kelly against the Department of Building Inspection and the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
- (d) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.

Speakers: none

No action.

3. Follow-up of discussion of purchasing procedures.

Motion to continue. (Comstock/Knee)

Ayes: Comstock, Knee

4. Discussion of possible amendments to the Sunshine Ordinance.

Motion to continue. (Comstock/Knee)

Ayes: Comstock, Knee

6. Public comment for items not listed on the agenda.

Speakers: none

Adjournment The meeting adjourned at 4:17 p.m.

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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- | | | |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

- | | | |
|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

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Board of Supervisors

Sunshine Ordinance Task Force

March 09, 2005

SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, March 9, 2005

4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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MAR - 4 2005

Call to Order

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Roll Call

03-04-05 A10 41 RLV

Agenda Changes

1. Approval of minutes of February 9, 2005. (action item) (attachment)
2. Administrator's report. (discussion and possible action item) (attachment)
 - a. Status of 2/22/05 Order of Determination of Curtis Eisenberger and Fred Snyder against the Planning Department.
 - b. Status of 2/22/05 Order of Determination of Anonymous Person against the Ethics Commission.
 - c. Status of 2/22/05 Order of Determination of Ben Rosenfeld against the Sheriff's Department.
 - d. Progress report on the complaint of Brinkman, Christensen, and Vaughn against the Golden Gate Park Concourse Authority and the Order of Determination that was referred to the Board of Supervisors, Ethics Commission, and Recreation & Parks Commission.
 - e. Progress report on the complaint of Joseph Engler against the San Francisco Police Department and the Order of Determination.
 - f. Progress report on the complaint of John Kelly against the Department of Building Inspection the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.
 - g. Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.

3.

- Follow-up of discussion of purchasing procedures. (discussion and possible action) (attachment)
4. Discussion of possible amendments to the Sunshine Ordinance.
(discussion and possible action) (no attachment)
6. Public comment for items not listed on the agenda. (no action) (no attachment)
7. Announcements, questions, and future agenda items from the Committee members. (discussion :
(5 min) (no attachment)

Adjournment Next regularly scheduled meeting 4/13/05

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE**

MINUTES

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APR 29 2005

**Wednesday, March 9, 2005
4:00 p.m., City Hall, Room 406**

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Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: The meeting convened at 4:05 p.m.

Roll Call: Present: Knee, Comstock, Craven

Agenda Changes: none

Deputy City Attorney: Ernie Llorente

Committee Clerk: Victor Young

1. Approval of minutes of February 9, 2005.

Motion to approve the minutes. (Comstock/Craven)

Ayes: Knee, Comstock, Craven

2. Administrator's report.

(a) Status of 2/22/05 Order of Determination of Curtis Eisenberger and Fred Snyder against the Planning Department.

(b) Status of 2/22/05 Order of Determination of Anonymous Person against the Ethics Commission.

(c) Status of 2/22/05 Order of Determination of Ben Rosenfeld against the Sheriff's Department.

(d) Progress report on the complaint of Brinkman, Christensen, and Vaughn against the Golden Gate Park Concourse Authority and the Order of Determination that was referred to the Board of Supervisors, Ethics Commission, and Recreation & Parks Commission.

(e) Progress report on the complaint of Joseph Engler against the San Francisco Police Department and the Order of Determination.

(f) Progress report on the complaint of John Kelly against the Department of Building Inspection and the Order of Determination that was referred to the Board of Supervisors, the District Attorney and the State Attorney General.

(g) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.

Speakers: Adele Destro, Interim Administrator, Sunshine Ordinance Task Force.

3. Follow-up of discussion of purchasing procedures.

No action.

4. Discussion of possible amendments to the Sunshine Ordinance.

Speakers: David Pilpel, member, Sunshine Ordinance Task Force, speaker under Public Comment.

5. Public comment for items not listed on the agenda.

Speakers: None.

6. Announcements, questions, and future agenda items from the Committee members.

No action.

Adjournment: The meeting adjourned at 5:40 p.m.

Sunshine Ordinance Task Force



City Hall
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San Francisco 94102-4689
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APR - 6 2005

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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
AGENDA**

**Wednesday, April 13, 2005
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

**Call to Order
Roll Call
Agenda Changes**

1. Approval of minutes of March 9, 2005. (action item) (attachment)
2. Administrator's report. (discussion and possible action item) (attachment)
 - (a) Status of 3/22/05 Order of Determination of Dr. Ahimsa Sumchai against Supervisor Maxwell and Letter to the Board of Supervisors. Letters sent to Supervisor Maxwell and to the Board of Supervisors on March 25, 2005.
 - (b) Status of 3/22/05 Letter of Findings for Joseph Engler against the San Francisco Police Department. Letter sent to Joseph Engler and the Police Department on March 25, 2005.
 - (c) Progress report on the complaint of Brinkman, Christensen, and Vaughn against the Golden Gate Park Concourse Authority and the Order of Determination that was referred to the Board of Supervisors, Ethics Commission, and Recreation & Parks Commission. The Ethics Commission is still in preliminary investigation.
 - (d) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney. The Ethics Commission is still in preliminary investigation.
3. 05013 Hearing hearing on the status of the Order of Determination of Ben Rosenfeld against the Sheriff's Department.(discussion and possible action) (attachment)
4. Discussion of Sunshine Ordinance 2004 Annual Report. (discussion and possible action) (attachment)

- 5 Follow-up of discussion of purchasing procedures. (discussion and possible action) (attachment)
6. Discussion of possible amendments to the Sunshine Ordinance. (discussion and possible action) (no attachment)
7. Public comment for items not listed on the agenda. (no action) (no attachment)
8. Announcements, questions, and future agenda items from the Committee members. (discussion item) (5 min) (no attachment)

Adjournment

Next regularly scheduled meeting 5/11/05

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

- | | | |
|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
MINUTES**

**Wednesday, April 13, 2005
4:00 p.m., City Hall, Room 408**

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: The meeting convened at 4:03 p.m.

Roll Call: Present: Knee, Craven

Absent: Comstock

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Agenda Changes: none

JUN - 6 2005

Deputy City Attorney: Ernie Llorente

Committee Clerk: Linda Wong

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1. Approval of minutes of March 9, 2005.

0.28 Motion to approve the minutes. (Knee/Craven)

Ayes: Knee, Craven

3/05 Speakers: None

2. Administrator's report.

- (a) Status of 3/22/05 Order of Determination of Dr. Ahimsa Sumchai against Supervisor Maxwell and Letter to the Board of Supervisors. Letters sent to Supervisor Maxwell and to the Board of Supervisors on March 25, 2005.
- (b) Status of 3/22/05 Letter of Findings for Joseph Engler against the San Francisco Police Department. Letter sent to Joseph Engler and the Police Department on March 25, 2005. Per Lt. Groshong is currently reviewing Penal Code Sections 832.7 & 832.8 with its Legal Office.
- (c) Progress report on the complaint of Brinkman, Christensen, and Vaughn against the Golden Gate Park Concourse Authority and the Order of Determination that was referred to the Board of Supervisors, Ethics Commission, and Recreation & Parks Commission. The Ethics Commission is still in preliminary investigation and Recreation and Parks Commission is still pending review.
- (d) Progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney. The Ethics Commission is still in preliminary investigation.

Speakers: None

No action

3. 05013 Hearing on the status of the Order of Determination of Ben Rosenfeld against the Sheriff's Department.

Discussion to send James Harrigan a follow-up letter.

Speakers: Ben Rosenfeld, David Pilpel, member, Sunshine Ordinance Task Force, speaker under Public Comment.

Motion to continue. (Knee/Craven)

Ayes: Knee, Craven

4. Discussion of Sunshine Ordinance 2004 Annual Report.

Discussion to include an Executive Summary and amendment package as a major accomplishment.

No Action

Speakers: None

5. Follow-up of discussion of purchasing procedures.

Public Comment: David Pilpel, member, Sunshine Ordinance Task Force spoke on the procedures and suggested a representative from the Office of Contract Administration talk about the process.

No Action

6. Discussion of possible amendments to the Sunshine Ordinance.

Member Craven requested "passive meeting" and "passive meeting bodies" be discussed at the next meeting. Member Knee requested the Deputy City Attorney draft language relating to Sec. 67.30. Deputy City Attorney Llorente provided a draft at that time.

Public Comment: David Pilpel, member, Sunshine Ordinance Task Force, spoke on the Department Survey.

No Action

7. Public comment for items not listed on the agenda.

Speakers: none

8. Announcements, questions, and future agenda items from the Committee members.

Speakers: none

No Action

Adjournment: The meeting adjourned at 5:20 p.m.


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Board of Supervisors

Sunshine Ordinance Task Force

May 11, 2005

Click on the file numbers below to obtain background materials. These files are provided in PDF format, and you must have the Adobe Acrobat Reader to access them. [Click here for info about obtaining Acrobat \(it's free\).](#)

SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, May 11, 2005

4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of April 13, 2005. (action item) (attachment)
2. Administrator's report. (discussion and possible action item) (no attachment)
 - a. 1/25/05 Order of Determination progress report on the complaint of Brinkman, Christense Vaughn against the Golden Gate Park Concourse Authority and the Order of Determination was referred to the Board of Supervisors, Ethics Commission, and Recreation & Parks Commission.
 - b. 3/8/04 Order of Determination, progress report on the complaint of Peter Warfield against Public Library and the Order of Determination that was referred to the Ethics Commission the District Attorney.
3. 05013 Hearing on the status of the Order of Determination of Ben Rosenfeld against the Sheriff's Dept (discussion and possible action) (attachment)

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MAY - 6 2005

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05013-11-2005-05013

4. Discussion of possible amendments to the Sunshine Ordinance, "passive meeting" and "passive meeting bodies."

(discussion and possible action item) (no attachment)
5. Public comment for items not listed on the agenda. (no action) (no attachment)
6. Announcements, questions, and future agenda items from the Committee members. (discussior (5 min) (no attachment)

Adjournment Next regularly scheduled meeting June 15, 2005

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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Sunshine Ordinance Task Force



City Hall
Arlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
MINUTES**

**Wednesday, May 11, 2005
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: The meeting convened at 4:00 p.m.
Roll Call: Present: Knee, Comstock, Craven
Agenda Changes: none

DOCUMENTS DEPT

JUL 20 2005

Deputy City Attorney: Ernie Llorente
Clerk: Linda Wong

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1. Approval of minutes of April 13, 2005.

Speakers: None
Motion to approve. (Knee/Comstock)
Ayes: Knee, Comstock, Craven
2. Administrator's report.
 - (a) 1/25/05 Order of Determination progress report on the complaint of Brinkman, Christensen, and Vaughn against the Golden Gate Park Concourse Authority and the Order of Determination that was referred to the Board of Supervisors, Ethics Commission, and Recreation & Parks Commission.
 - (b) 3/8/04 Order of Determination, progress report on the complaint of Peter Warfield against the Public Library and the Order of Determination that was referred to the Ethics Commission and the District Attorney.
Administrator gave report.
3. 05013 Hearing on the status of the Order of Determination of Ben Rosenfeld against the Sheriff's Department.

Motion to send back to the Sunshine Ordinance Task Force with recommendations for a referral to the Ethics Commission. (Craven/Comstock)
Speakers: Ben Rosenfeld, complainant and David Pilpel, individual.
Ayes: Knee, Comstock, Craven
4. Discussion of possible amendments to the Sunshine Ordinance, "passive meeting"

and "passive meeting bodies."

Discussion to refine language on "passive meeting bodies". Item continued.

Speaker: David Pilpel, individual, spoke on recorder retention.

5. Public comment for items not listed on the agenda

Speaker: David Pilpel, individual, spoke on next meeting schedule and passive meeting bodies.

6. Announcements, questions, and future agenda items from the Committee members.

Member Comstock requested a customer survey of previous complainants. Member Knee requested a discussion on the survey at the next meeting.

Speakers: none

Adjournment

Meeting adjourned at 5:14 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force.



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Board of Supervisors

Sunshine Ordinance Task Force

June 8, 2005

SUNSHINE ORDINANCE TASK FORCE COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, June 8, 2005

4:00 p.m., City Hall, Room 278

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

DOCUMENTS DEPT

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1. Approval of minutes of May 11, 2005. (action item) (attachment)
2. Administrator's report. (discussion and possible action item) (attachment)
 - a. 1/25/05 Order of Determination progress report on the complaint of Brinkman, Christense Vaughn against the Golden Gate Park Concourse Authority and the Order of Determination was referred to the Board of Supervisors, Ethics Commission, and Recreation & Parks Commission.
 - b. 3/8/04 Order of Determination, progress report on the complaint of Peter Warfield against Public Library and the Order of Determination that was referred to the Ethics Commission the District Attorney.
 - c. 2/22/05 Order of Determination progress report on the complaint of Rosenfeld v Sheriff's Department, referral letter to the Ethics Commission.
 - d. 5/24/05 Order of Determination progress report on the complaint of Kelly v Treasurer/Tax Collector.
3. Discussion of conducting a survey for individuals who have filed an SOTF complaint and how w. SOTF has responded to their complaint(s).

(discussion and possible action) (no attachment)

4. Discussion of possible amendments to the Sunshine Ordinance
 - a. "Passive meeting" and "passive meeting bodies."
(discussion and possible action item) (no attachment)
 - b. Other relevant issues that the Task Force wish to raise.
(discussion and possible action item) (no attachment)
5. Public comment for items not listed on the agenda. (no action) (no attachment)
6. Announcements, questions, and future agenda items from the Committee members. (discussionor
(5 min) (no attachment)

Adjournment Next regularly scheduled meeting July 13, 2005

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices: The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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Board of Supervisors

Sunshine Ordinance Task Force

June 8, 2005

SUNSHINE ORDINANCE TASK FORCE COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES

Wednesday, June 8, 2005
4:00 p.m., City Hall, Room 278

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: 4:15 p.m.

Roll Call Present: Knee, Comstock, Craven

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Adele Destro

DOCUMENTS DEPT

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1. Approval of minutes of May 11, 2005. (Comstock/Craven)

Speakers: None

Ayes: Knee, Comstock, Craven

2. Administrator's report.

- a. 1/25/05 Order of Determination progress report on the complaint of Brinkman, Christense Vaughn against the Golden Gate Park Concourse Authority and the Order of Determination was referred to the Board of Supervisors, Ethics Commission, and Recreation & Parks Commission.
- b. 3/8/04 Order of Determination, progress report on the complaint of Peter Warfield against Public Library and the Order of Determination that was referred to the Ethics Commission the District Attorney.
- c. 2/22/05 Order of Determination progress report on the complaint of Rosenfeld v Sheriff's Department, referral letter to the Ethics Commission.
- d. 5/24/05 Order of Determination progress report on the complaint of Kelly v Treasurer/Tax Collector.

Administrator gave report.

Speakers: David Pilpel, spoke on Orders of Determination referrals to Ethics Commission.

3. Discussion of conducting a survey for individuals whom has filed a SOTF complaint and how we has responded to their complaint(s).

Discussed survey list and developing draft survey.

Speakers: David Pilpel, providing copy of survey responses to Complaint Committee.

4. Discussion of possible amendments to the Sunshine Ordinance

- a. "Passive meeting" and "passive meeting bodies."

Speakers: David Pilpel, opinion on (C2) of the handout.

Continue discussion to next meeting.

- b. Other relevant issues that the Task Force wish to raise.

Speakers: David Pilpel, spoke on Mail/Repro and referenced Brown Act and cost of duplication. submitted work on amendments to committee members.

Continue to next meeting.

5. Public comment for items not listed on the agenda.

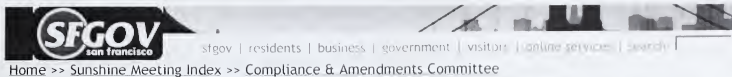
Speakers: None

6. Announcements, questions, and future agenda items from the Committee members.

Member Comstock spoke on Room 278 and 421 availability for Committee meetings.

Adjournment Meeting adjourned at 5:45 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.



Sunshine Ordinance Task Force

July 13, 2005

SUNSHINE ORDINANCE TASK FORCE COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

**Wednesday, July 13, 2005
4:00 p.m., City Hall, Room 406**

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

DOCUMENTS DEPT

Roll Call

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Agenda Changes

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1. Approval of minutes of June 8, 2005. (action item) (attachment)
2. Administrator's report. (no attachment)
3. Discussion of possible amendments to the Sunshine Ordinance
 - a. "Passive meeting" and "passive meeting bodies"
 - b. Other relevant issues that the Task Force wish to raise.
 - c. Department/agency feedback regarding Sunshine Ordinance Amendments including but limited to the SF Library Commission.
 - d. Section 67.28, Fees

(discussion and possible action item) (no attachment)
4. Discussion of conducting a survey for individuals who have filed a SOTF complaint and how we has responded to their complaint(s).

(discussion and possible action) (no attachment)
5. Public comment for items not listed on the agenda. (no action) (no attachment)

6. Announcements, questions, and future agenda items from the Committee members. (discussion (5 min) (no attachment))

Adjournment Next regularly scheduled meeting August 10, 2005

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Board of Supervisors

Sunshine Ordinance Task Force

July 13, 2005

SUNSHINE ORDINANCE TASK FORCE COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES

Wednesday, July 13, 2005
4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: 4:09 p.m.

Roll Call Present: Knee, Comstock, Craven

Agenda Changes None

Deputy City Attorney: Ernie Llorente

Clerk: Linda Wong

DOCUMENTS DEPT.

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1. Approval of minutes of June 8, 2005.

Speakers: None

Motion to approve minutes of June 8, 2005. (Comstock/Craven)

Ayes: Knee, Comstock, Craven
2. Administrator's report.

Administrator gave report

Speakers: None

Motion to accept the Administrator's report. (Comstock/Craven)

Ayes: Knee, Comstock, Craven
3. Discussion of possible amendments to the Sunshine Ordinance
 - a. "Passive meeting" and "passive meeting bodies."

- b. Other relevant issues that the Task Force wish to raise.
- c. Department/agency feedback regarding Sunshine Ordinance Amendments including but limited to the SF Library Commission.
- d. Section 67.28, Fees

Speakers: David Pilpel, spoke on "passive meeting" and "passive meeting bodies"; Mike Housh, Secretary of the Library Commission, spoke on the Library providing public the access to public records; Juan De Anda, recommended City departments to utilize technology when responding public information request.

4. Discussion of conducting a survey for individuals who have filed a SOTF complaint and how we has responded to their complaint(s).

Speakers: None

Reviewed and discussed the draft survey submitted by the Administrator.

5. Public comment for items not listed on the agenda.

Speaker: Juan De Anda, suggested City departments to utilize technology when responding to public information request.

6. Announcements, questions, and future agenda items from the Committee members.

Speakers: None

Discussed meaningful public participation during public meetings.

Adjournment: Meeting adjourned at 6:23 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force


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Sunshine Ordinance Task Force

August 10, 2005

SUNSHINE ORDINANCE TASK FORCE COMPLIANCE AND AMENDMENTS COMMITTEE

AGENDA

Wednesday, August 10, 2005
4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

DOCUMENTS DEPT.

Roll Call

DEC 21 2006

Agenda Changes

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1. Approval of minutes of July 13, 2005. (action item) (attachment)
2. Administrator's report. (attachment)
3. Discussion of possible amendments to the Sunshine Ordinance
 - a. "Passive meeting" and "passive meeting bodies."
 - b. Other relevant issues that the Task Force wish to raise.
 - c. Department/agency feedback regarding Sunshine Ordinance Amendments including but limited to the Office of the City Attorney.

(discussion and possible action item) (no attachment)
4. Discussion of conducting a survey for individuals who have filed a SOTF complaint and how we has responded to their complaint(s).

(discussion and possible action) (no attachment)
5. Public comment for items not listed on the agenda. (no action) (no attachment)
6. Announcements, questions, and future agenda items from the Committee members. (discussion)

(5 min) (no attachment)

Adjournment Next regularly scheduled meeting September 14, 2005

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Board of Supervisors

Sunshine Ordinance Task Force

August 10, 2005

SUNSHINE ORDINANCE TASK FORCE COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES

Wednesday, August 10, 2005
4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: 4:10 p.m.

Roll Call: Present: Knee, Comstock, Craven

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Linda Wong

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1. Approval of minutes of July 13, 2005. (Comstock/Craven)

Speakers: None

Ayes: Knee, Comstock, Craven

2. Administrator's report.

Motion to accept Administrator's report.

Without objection

3. Discussion of possible amendments to the Sunshine Ordinance

- a. "Passive meeting" and "passive meeting bodies."
- b. Other relevant issues that the Task Force wish to raise.
- c. Department/agency feedback regarding Sunshine Ordinance Amendments including but limited to the Office of the City Attorney.

Speakers: Paul Zarefsky, Deputy City Attorney provided feedback to Committee regarding Sunshine Ordinance Amendments; David Pilpel, public member, spoke on open meetings and Administrative Code Section 12L (Non-profit).

4. Discussion of conducting a survey for individuals who have filed a SOTF complaint and how well has responded to their complaint(s).

The Committee Members requested the Administrator to make it a standard practice to provide of the survey to public members who have contacted the Sunshine Ordinance Task Force.

Speaker: David Pilpel, public member

5. Public comment for items not listed on the agenda.

Speakers: None

6. Announcements, questions, and future agenda items from the Committee members.

Member Craven discussed the timeline of discussion regarding Sunshine Ordinance Amendment. Member Comstock suggested that an annual Sunshine award be given to departments who comply with the Sunshine Ordinance.

Speaker: David Pilpel, public member suggested to Committee members to invite Mr. Paul Zare and other City departments to participate on future discussions regarding the Sunshine Ordinance Amendments.

Adjournment Meeting adjourned at 5:52 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



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Board of Supervisors

Sunshine Ordinance Task Force

September 14, 2005 Cancelled

CANCELLED SUNSHINE ORDINANCE TASK FORCE

September 14, 2005
Compliance and Amendments Committee Meeting
4:00 PM
Room 406

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Board of Supervisors

Sunshine Ordinance Task Force

October 12, 2005

SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE

MEETING AGENDA

Wednesday, October 12, 2005
4:00 p.m., City Hall, Room 406

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10-11-05 OCT 11 2005

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of August 10, 2005. (action item) (attachment)
2. Discussion of possible amendments to the Sunshine Ordinance
 - a. "Passive meeting" and "passive meeting bodies."
 - b. Other relevant issues that the Committee might wish to raise.
 - c. Department/agency feedback regarding Sunshine Ordinance Amendments including but not limited to the Office of the City Attorney.
 - d. Sections 67.3-67.71 of the Sunshine Ordinance.

(discussion and possible action item) (attachment)

3. Consideration of survey asking individuals who have filed sunshine-related complaints how well SOTF has responded.

(discussion and possible action) (no attachment)

4. Public comment on items not listed on the agenda. (no action) (no attachment)
5. Administrator's report. (attachment)
6. Announcements, questions, and future agenda items from the Committee members. (discussion item) (5 min) (no attachment)

Adjournment Next regularly scheduled meeting November 9, 2005

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

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Board of Supervisors

Sunshine Ordinance Task Force

October 12, 2005

SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES

Wednesday, October 12, 2005

4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: 4:10 p.m.

Roll Call: Present: Knee, Comstock, Craven

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby

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1. Approval of minutes of August 10, 2005. (Comstock/Craven)

Speakers: None

Ayes: Knee, Comstock, Craven

2. Discussion of possible amendments to the Sunshine Ordinance

- a. "Passive meeting" and "passive meeting bodies."
- b. Other relevant issues that the Task Force wish to raise.
- c. Department/agency feedback regarding Sunshine Ordinance Amendments including but not limited to the Office of the City Attorney.
- d. Sections 67.3-67.71 of the Sunshine Ordinance

In accordance with Committee consensus, member Knee instructed Administrator to identify on future agendas the description of the sections that will be discussed and to indicate that subsequent section(s) may be heard if time permits.

In accordance with Committee consensus, member Knee

instructed the Administrator to report on the Department of Elections and the Boards' timeline for getting items on the November 2006 ballot at the next meeting.

Speakers: None

3. Consideration of survey asking individuals who have filed sunshine-related complaints how well SOTF has responded.

In accordance with Committee consensus, member Knee instructed the Administrator to send out surveys to complainants from 2003 forward, approximately two years.

Speakers: None

4. Public comment for items not listed on the agenda.

Speakers: None

5. Administrator's report.

Member Craven requested that a copy of the Complaint Log be provided for future meetings.

In accordance with Committee consensus, member Knee instructed the Administrator to request that the MOCJ be present at the next Committee meeting to discuss steps that MOJC has taken to ensure timeliness in responding to public-record requests.

Speakers: None

6. Announcements, questions, and future agenda items from the Committee members.

Speakers: None

Adjournment Meeting adjourned at 5:07 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



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Board of Supervisors

Sunshine Ordinance Task Force

November 17, 2005

Click on the item number below to obtain background materials. These files are provided in PDF format, and you must have the Adobe Acrobat Reader to access them. [Click here for info about obtaining Acrobat \(it's free\).](#)

= SUNSHINE ORDINANCE TASK FORCE

= COMPLIANCE AND AMENDMENTS COMMITTEE

= AGENDA

Thursday, November 17, 2005

4:00 p.m., City Hall, Room 406

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Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of October 12, 2005. (action item) (attachment)
2. Report from the Mayors Office of Criminal Justice regarding steps that the department has taken to ensure timeliness in responding to public record requests. (discussion and possible action) (attachment)
3. 05017 Hearing on the status of the May 24, 2005 Order of Determination of John Kelly against the Treasurer/Tax Collector. (discussion and possible action) (attachment)
4. 05029 Hearing on the status of the October 25, 2005 Order of Determination of John Kelly against the District Attorney's Office. (discussion and possible action) (attachment)
5. Discussion of possible amendments to Sections 67.1 to 67.7-1 of the

Sunshine Ordinance

- a. Sec. 67.1. Findings and Purpose.
- b. Sec. 67.2. Citation.
- c. Sec. 67.3. Definitions.
- d. Sec. 67.4. Passive Meetings.
- e. Sec. 67.5. Meetings to be Open and Public; Application of Brown Act.
- f. Sec. 67.6. Conduct of Business; Time and Place for Meetings.
- g. Sec. 67.7. Agenda Requirements; Regular Meetings.
- h. Sec. 67.7-1. Public Notice Requirements.

Subsequent section(s) may be heard if time permits. (discussion and possible action item) (attachment)

- 6. Public comment on items not listed on the agenda. (no action) (no attachment)
- 7. Administrator's report. (attachment)
- 8. Announcements, questions, and future agenda items from Committee members. (discussion item) (5 min) (no attachment)

Adjournment Next regularly scheduled meeting December 14, 2005

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- 1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

- 2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

- 3. Complainant presents rebuttal 3 minutes

- 4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

- 5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Frank Darby by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>



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Board of Supervisors

Sunshine Ordinance Task Force

November 17, 2005

SUNSHINE ORDINANCE TASK FORCE

COMPLIANCE AND AMENDMENTS COMMITTEE

MINUTES

Thursday, November 17, 2005

4:00 p.m., City Hall, Room 406

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Call to Order: 4:05 p.m.

Roll Call: Present: Knee, Comstock, Craven

Agenda Changes: Item 4 was heard before Item 3

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby

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1. Approval of minutes of October 12, 2005, regular meeting.

Motion to approve minutes of October 12, 2005. (Comstock / Craven)

Ayes: Knee, Comstock, Craven

Speakers: None
2. Report from the Mayors Office of Criminal Justice regarding steps that the department has taken to ensure timeliness in responding to public records requests.

Speakers: Rod Seymore, Director of Policy & Planning, Mayor's Office of Criminal Justice.

The Committee commended the MOCJ for the steps it has taken to ensure a timely response to requests for public records.
3. 05017 Hearing on the status of the May 24, 2005 Order of Determination of John Kelly against the Treasurer/Tax Collector. (discussion and

possible action) (attachment)

Speakers: John Kelly, Complainant; David Augustine, Policy and Legislative Manager, Office of the Treasurer and Tax Collector.

Motion that no further action be taken. (Comstock / Craven)

Ayes: Knee, Comstock, Craven

- 4 05029 Hearing on the status of the October 25, 2005 Order of Determination of John Kelly against the District Attorney's Office.

Speakers: John Kelly, Complainant; Thomas Bogott, Assistant District Attorney, District Attorney's Office.

Continued without objection to the next Compliance and Amendments Committee meeting.

5. Discussion of possible amendments to Sections 67.1 to 67.7-1 of the Sunshine Ordinance
 - a. Sec. 67.1. Findings and Purpose.
 - b. Sec. 67.2. Citation.
 - c. Sec. 67.3. Definitions.
 - d. Sec. 67.4. Passive Meetings.
 - e. Sec. 67.5. Meetings to be Open and Public; Application of Brown Act.
 - f. Sec. 67.6. Conduct of Business; Time and Place for Meetings.
 - g. Sec. 67.7. Agenda Requirements; Regular Meetings.
 - h. Sec. 67.7-1. Public Notice Requirements.

Subsequent section(s) may be heard if time permits.

David Pilpel, by consensus of the Committee, was invited to join the Committee to discuss possible amendments.

Sections 67.1 through Sections 67.4 were discussed and recommended amendments were recorded by the Administrator.

6. Public comment on items not listed on the agenda.

Speakers: None

7. Administrator's report.

The Administrator made the report.

8. Announcements, questions, and future agenda items from Committee members.

In accordance with Committee consensus, Chair Knee instructed the Administrator to identify for discussion and possible action Sections 67.5 through 67.9 of the Sunshine Ordinance for next months agenda.

Adjournment Meeting adjourned at 7:23 p.m.

**This meeting has been audio recorded and is on file in the office of the Sunshine
Ordinance Task Force.**

Sunshine Ordinance Task Force



City Hall
Arilton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine>

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SUNSHINE ORDINANCE TASK FORCE
COMPLIANCE AND AMENDMENTS COMMITTEE
AGENDA

Wednesday, December 14, 2005
4:00 p.m., City Hall, Room 406

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12-03-05 PM 11:30

Committee Members: Richard Knee, Chair; Doug Comstock; Erica Craven

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of November 17, 2005. (action item) (attachment)
2. 05029 Continued hearing on the status of the October 25, 2005 Order of Determination of John Kelly against the District Attorney's Office. (discussion and possible action) (attachment)
3. 05038 Hearing on the status of the November 22, 2005 Order of Determination of David Parker against the San Francisco Police Department. (discussion and possible action) (attachment)
4. Discussion of possible amendments to Sections 67.5 to 67.9 of the Sunshine Ordinance
 - (a.) Sec. 67.5. Meetings to be Open and Public; Application of Brown Act.
 - (b.) Sec. 67.6. Conduct of Business; Time and Place for Meetings.
 - (c.) Sec. 67.7. Agenda Requirements; Regular Meetings.
 - (d.) Sec. 67.7-1. Public Notice Requirements.
 - (e.) Sec 67.8. Agenda Disclosures: Closed Sessions.
 - (f.) Sec 67.8-1. Additional Requirements for Closed Sessions.
 - (g.) Sec 67.9. Agendas and Related Materials: Public Records.Subsequent section(s) may be heard if time permits. (discussion and possible action item) (attachment)
5. Public comment on items not listed on the agenda. (no action) (no attachment)
6. Administrator's report. (attachment)

7. Announcements, questions, and future agenda items from Committee members.
(discussion item) (5 min) (no attachment)

Adjournment

Next regularly scheduled meeting January 11, 2006

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

- | | | |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant presents facts & evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |

Above total speaking time for Complainant and City to be the same

- | | | |
|----|--|----------------------|
| 3. | Complainant presents rebuttal | 3 minutes |
| 4. | Public comment
(Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 5. | Matter is with the Task Force for discussion and deliberation | |
| 6. | Vote by Task Force | |

Note: Time must be adhered to

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